ABOUT THIS CHAPTER

This chapter contains descriptions of all the functions of Imposition Publisher. It is most useful as a reference. To get a quick start on doing actual work, refer to the **Quick Start** booklet. The material in this chapter is organised into the following sections:

File Lists

Creating the list of files that Imposition Publisher will use.

Impositions

Creating and using a page-layout template for use with a File List.

Flatwork

Creating and using a flatwork template to position pages from the File List accurately on the output sheet.

Print Marks

Setting up standard print marks and creating custom print marks from EPS and PDF files. Saving commonly used settings as named print mark sets.

Device Setup & Alignment

Setting up printer devices and aligning the output exactly as required. Saving settings as a named print device.

Printing & Previewing

Printing and previewing jobs. Setting print options. Details of Media Saving and Facing Pages Print.

Preferences

General preferences for Imposition Publisher.

License Dialog

The different versions of Imposition Publisher.

Menus & Shortcut Keys

A list of all the menus and the shortcut keys to help speed your Imposition Publisher workflow.

FILE LISTS

Imposition Publisher needs to know which files to work on. This information is provided by a **File List**. This section is divided into the following parts:

- **Creating, Saving and Opening File Lists**
- **The File List Window**
- **The File Selection Dialog**
- **The File Info Dialog**
- **Colour and File Lists**
- **Limitations of the File List**

Important Notes about File Lists

Before starting, be sure that the files you want to use are correctly created. For PostScript files make sure you use the Desktop publishing program's crop marks option and include any necessary fonts. For PDF files make sure that the correct settings are used to preserve font and image information. See the appendix **Creating PostScript and PDF Files** for more guidance.

1. Imposition Publisher has the ability to **mix** different types of PostScript in one single job. All the popular types of PostScript can be mixed. However, not all drivers have this ability. If the PostScript file type can be mixed, then after adding a file to the File List, the PostScript Type popup remains enabled. If the driver is a non-mixing driver, the popup will become disabled (greyed out), thus allowing only files of that specific type to be used in that File List.

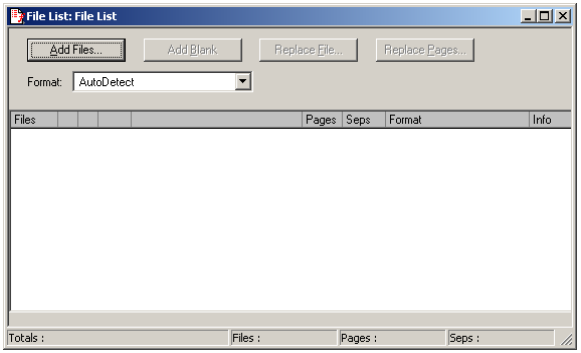
2. Imposition Publisher **ignores** the folio numbers in the file itself. It treats the first page of the first file in the File List as page 1, the next page as page 2, etc.

3. Imposition Publisher automatically adds blank pages at the end of the last file if required when printing. The ***Add Blank*** feature only needs to be used to add blank pages elsewhere in the File List.

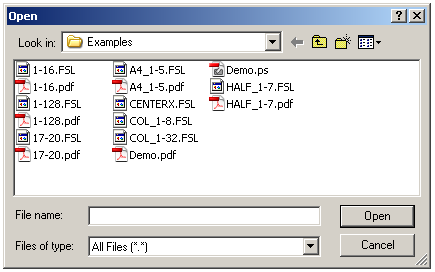
Creating, Saving and Opening File Lists

Creating a File List

1. Select ***New File List...*** from the **File** menu. This will bring up the File List window:

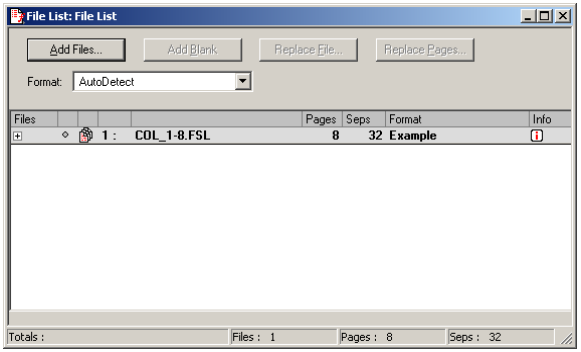


2. Click ***Add Files...*** to open the file selection dialog box:



3. Select the files you want to work on (Ctrl-click to select multiple files) and click ***Open*** to add them to the File List.

   When loading files, Imposition Publisher extracts important information, such as how many pages, whether they are colour separated, the position of all included fonts and images, etc. This could take a few seconds for larger files.



4. Add any more files you want to work on. Again Imposition Publisher scans the files to extract information from each file.

5. If necessary, you can change the order of files and pages in the File List by dragging them within the list area.

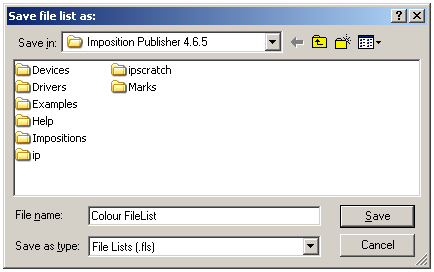
(See **The File List Window** section below for a full explanation of the File List window.)

Saving a File List

If you do not need to use the **File List** immediately, you can save it for later use. This will save time because the information from the files does not need to be extracted a second time. To do this:

1. Select ***Save*** from the **File** menu.

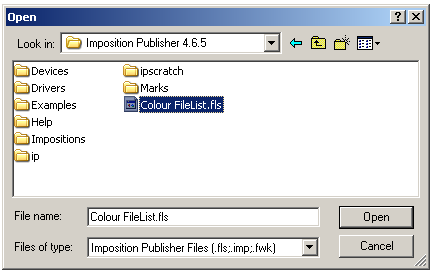
2. Enter a file name and click ***Save***.



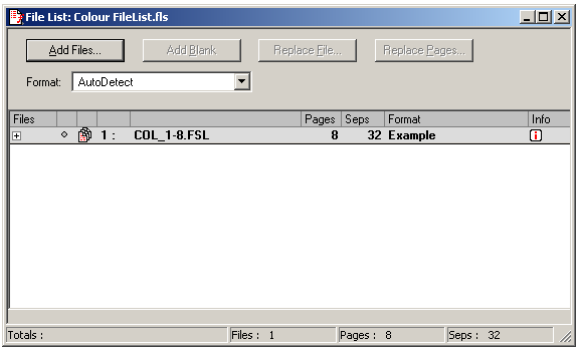
Opening a File List

To open a **File List**:

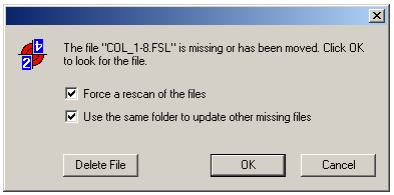
1. Select ***Open...*** from the **File** menu and select the File List you wish to open.



This will bring up the File List as it was when last saved:



Imposition Publisher checks that the files saved in the File List are still present in their correct locations. If not, Imposition Publisher will prompt you to locate and add the files again:



OK

Opens a standard file selection dialog enabling you to select the missing file.

Force a rescan of the files

You can choose to load a file without rescanning it. This preserves blanks and moved pages in a saved file list. Only do this if you are certain that the PostScript file has not changed in any way.

Use the same folder to update other missing files

If this is checked, then any other missing files in the same folder will be reloaded.

Cancel

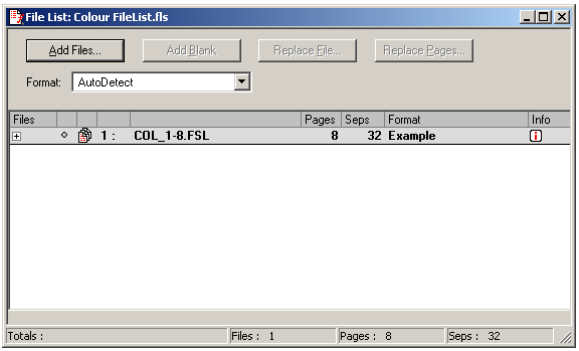
Cancels the opening the File List altogether.

Delete File

Removes the file from the File List.

The File List Window

On opening a File List a window similar to the following appears:



File List Buttons

Add Files... (Alt A)

This button is used to add files to the File List.

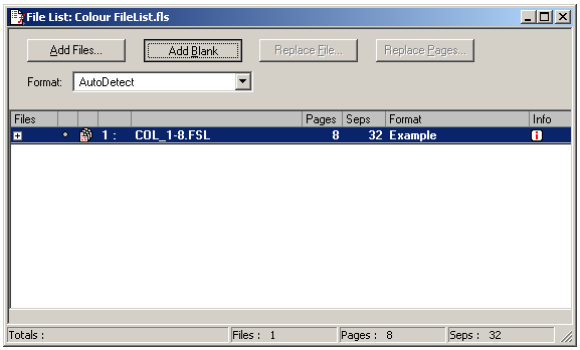
You can also add files by drag and drop. Drag files from a Windows Explorer window and drop them on the file list window.

Add Blank (Alt B)

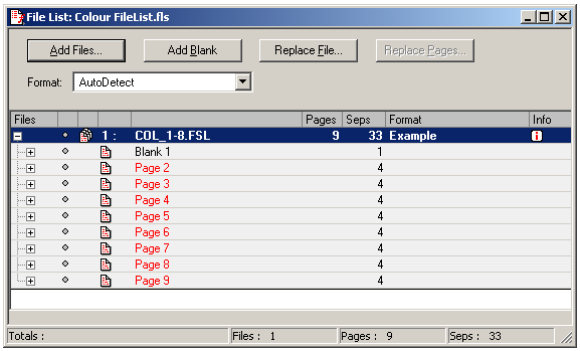
Add a blank page to the File List. Use Clear from the Edit menu to delete blank pages from the File List.

If the currently selected item is a file, then a blank page is inserted at the top of the file. However, if the currently selected item is a page, a blank page is always added after that page.

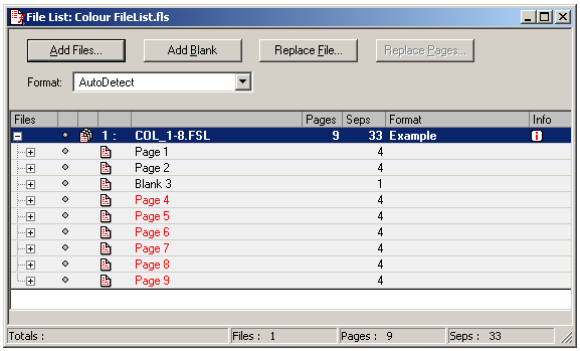
Adding a blank page directly into a *closed* file:



You can see the blank page when the file is *opened*.



Adding a blank page after a specific page. In this case, the blank has been added after page 3. So, Page 3 was highlighted and the Add Blank button clicked.



Important: Imposition Publisher will automatically add blank pages at the end of the last file if required when printing. ***Add Blank*** only needs to be used to add blank pages elsewhere in the File List.

Replace File… (Alt F)

Replace the currently selected file with another one. The file selection dialog is displayed, allowing the replacement file to be selected.

Replace Pages… (Alt P)

Replace the currently selected page with any other page in the File List. This allows last minute corrections to be made without having to regenerate all the files in a job.

Format Pop-up

Imposition Publisher handles many file formats by using a special driver file for each file format. Every Desktop publishing program produces slightly different flavours of PostScript files, so Imposition Publisher has a different driver to work with every supported program.

Imposition Publisher has a special driver called **AutoDetect** that is able to recognise any supported PostScript file. The ***Format*** popup menu can be used to select an appropriate driver or, for ease of use, can be left on the AutoDetect setting.



Important: Imposition Publisher has the ability to **mix** different types of files in one single job. All the most popular types of PostScript can be mixed. However, not all drivers have this ability. If the PostScript file type can be mixed, then after adding a file to the File List, the Format popup remains enabled.

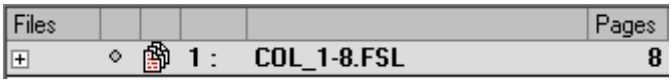
If the driver is a non-mixing driver, the popup will become disabled (greyed out), thus allowing only files of that specific type to be used in that File List.

File List Icons

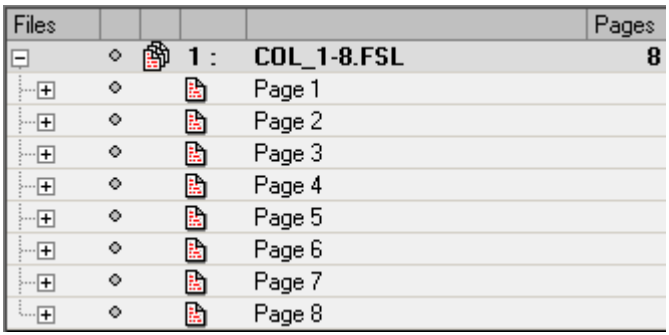
Tree Control

The plus sign (+) inside a small box, which appears to the left of each file in the File List, allows you to expand the file in order to display all the pages within the file.

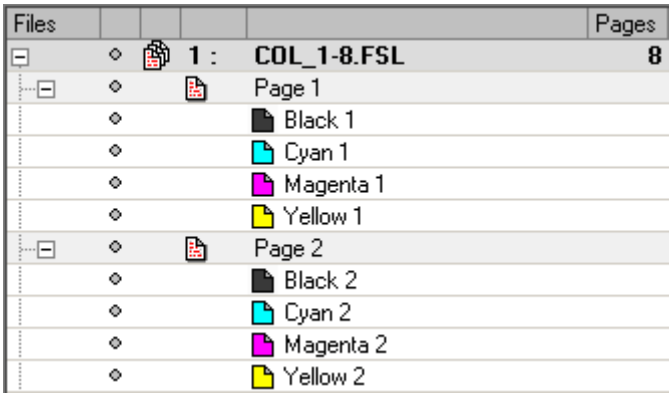
Where just the file name is visible, this is known as a ***closed*** file.



An expanded file is referred to as an ***open*** file.



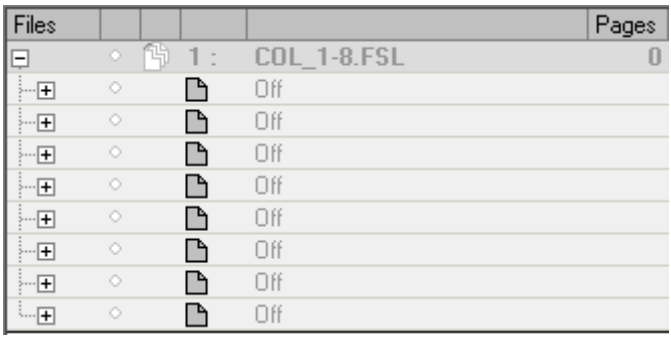
Each page can be further expanded to show its individual colour separations.



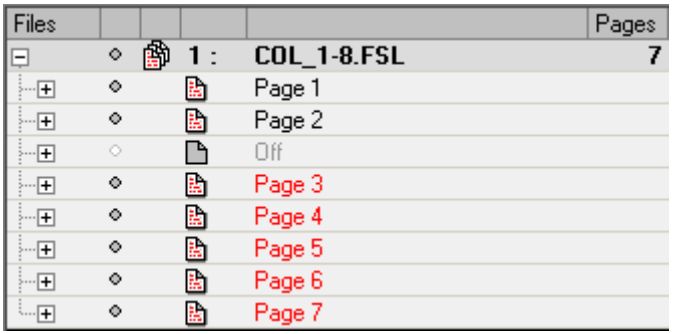
Toggle On/Off

The grey diamond next to the tree control allows you to switch files and pages on and off. If pages are switched off, they are ignored when printing. However, if individual colour separations are switched off within a page, they will be replaced with blank pages where necessary.

For example, to switch off all pages of a file, click the file's toggle icon.

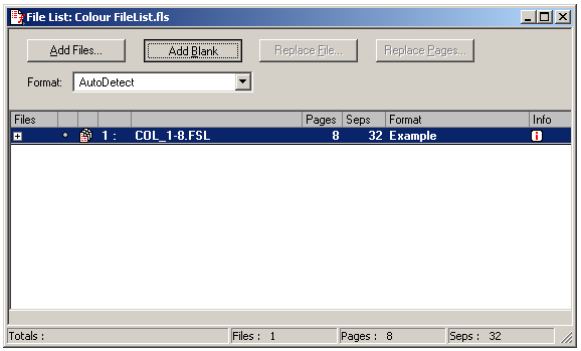


Or, to switch off a single page, click the toggle icon for that page.



Information Icon

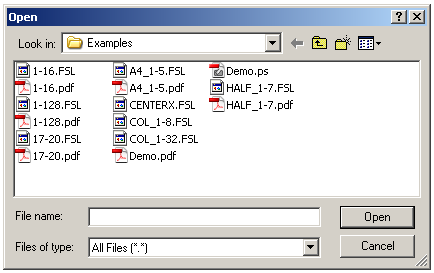
This information button, on the right side of the file name, allows you to view more information about the file.



See **The File Info Dialog** below for more details.

The File Selection Dialog

Clicking on ***Add Files...*** brings up a file selection dialog:

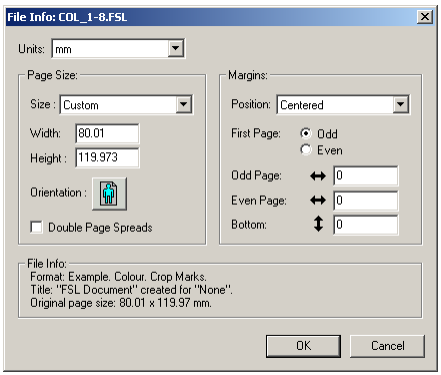


Open (return key)

Add the currently selected file to the File List and return to the File List window. The same result can be achieved by double clicking on the file. You can select multiple files in this dialog by Ctrl-clicking.

The File Info Dialog

The **File Info** dialog can be used to change the trim page size and margins associated with any file in the file list. If the file was created with crop marks, Imposition Publisher can establish the page size and margins exactly. For files created without crop marks you may need to enter the page size manually.



Units

Use this popup to change the units for this dialog.

Page Size

For the purposes of imposition, all pages take on the same trim page size as the first file in the File List.

If you are using Flatwork or the Media Saving print option, every file in the File List can have a different page size. This is the default behaviour. If you want every page to use the same page size, select *Inherit Page Size* from the **List** menu.

Size

This popup displays the **document page size**. It is this size that Imposition Publisher will use as the **trim page size** for printing impositions.

Note: Do not adjust this if the file was created with crop marks.

Custom can be used for any non-standard page sizes.

Width

The width of the document page. For files without crop marks you may need to enter the page width here. For files with crop marks the width appears automatically.

Height

The height of the document page. For files without crop marks you may need to enter the page height here. For files with crop marks the height appears automatically.

Orientation

Use this button to set the orientation of the pages to either Portrait or Landscape. Imposition Publisher can usually establish the orientation from the file itself.

Double Page Spreads

Use this check box to tell Imposition Publisher if there are double-page spreads within the file. Most of the time Imposition Publisher can establish this from the file but in some cases you will need to tell it explicitly.

Note

Typically, a double-page spread will be twice the width of a normal page. So for an A4 portrait document, a double page spread will be an A3 landscape sized page.

If the first page in the document is not a double page spread then Imposition Publisher can automatically find them by comparing the page width of subsequent pages with the first page.

If the first page is a double page spread you may need to change the page setup to that of a normal page. I.e. change the page size from A3 to A4 and the orientation from landscape to portrait. Imposition Publisher can then automatically find the other double page spreads by comparing the page width of subsequent pages with the first page, now set at A4.

Double page spreads count as two pages in the File List.

Margins

This option is used to adjust the position of the page contents within the page area. This may be necessary if the original file was not created with crop marks. Thise adjustment can be different for odd and even pages.

Position

This popup menu is used when entering a manual page size. Imposition Publisher uses this information to position the document page within the page size detected from the file.

First Page

Select whether the first page in the file is an **Odd** page or **Even** page.

Odd Page

Enter the horizontal offset that should be applied to all odd pages in the file.

Even Page

Enter the horizontal offset that should be applied to all even pages in the file.

Bottom

Enter the vertical offset that should be applied to all pages (odd and even) in the file.

Inherit Margins

If margin settings need to be the same for all files, select ***Inherit Margins*** from the **List** menu.

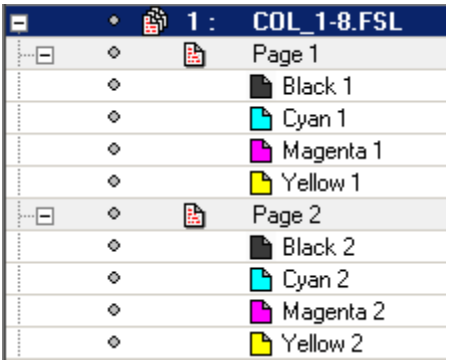
If this option is on, Imposition Publisher will apply the margin settings to all subsequent files. This is particularly useful if you are adding many files from the same source that all need the same margin settings.

You can switch the Inherit Margins option off at any point using the **List** menu**.**

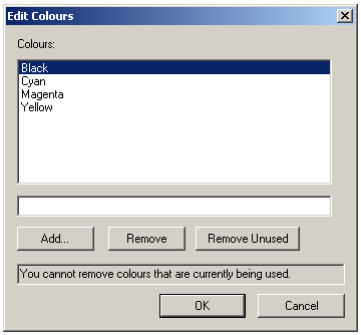
Colour and File Lists

When a file is added to the File List, Imposition Publisher will automatically find the colour and position of individual pages in the file. If it cannot, or the file is not colour separated, then all pages in the file are assumed to be black.

To review the colour information of the File List, open the file and pages in the File List by clicking their triangular icons. This will reveal the colour separations found for each page number.



If you need to change this colour information, select ***Edit Colours...*** from the **List** menu. This displays the **Edit Colours** dialog:



Important: You should add all the files you wish to use, add any blank pages and toggle the required pages on or off before using this dialog.

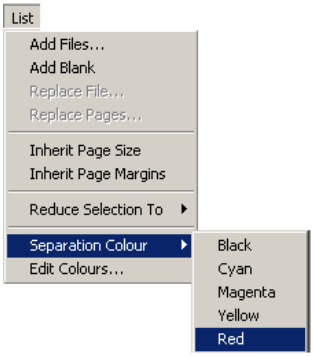
The dialog displays all the colour separations in the file list on the left.

If you need to change the colour information for the file list because the list of colours is incorrect, you can change the name and position of each colour separation.

Add

Type the new colour separation name and click ***Add*** to add the new colour name to the list.

To assign this new colour name, select the separations in the file list, then choose the new colour name from the **Separation Colour** submenu on the **List** menu.



It is simple to change the name of all separations of one particular colour.

1. Add the new colour name into the colour list.

2. Alt-click the plus sign to the left of the first file to open all the pages and separations in the file list.

3. Choose ***Select All*** (**Ctrl A**) from the **Edit** menu to select all files, pages and separations.

4. From the **List** menu, choose ***Reduce Separation To***, and then the colour you want to replace from the submenu.

5. From the **List** menu, choose ***Separation Colour***, and then choose the new colour from the sub menu.

IMPOSITION

Imposition is the program's most powerful feature. The goal is to output desktop publishing files to plate, film or a digital printer quickly and efficiently.

The ideal is to be able to output Imposition layouts in one piece. However, with smaller/narrower imagesetters this is not always possible. Imposition Publisher has a built-in tiling feature which automatically prints the job in sections. Using an imposition, even when output has to be tiled, is much faster than stripping and plate making manually. As imposition layouts can be created and saved for later use, the effort required to produce finished masters or flats is dramatically reduced.

Imposing files is simple with Imposition Publisher. If you already use complex DTP programs Imposition Publisher will help you save film, time and labour costs instantly.

This section is divided into the following sections:

- **Creating, Saving and Opening Impositions**
- **The New Imposition Dialog**
- **The Imposition Window**
- **The Imposition Setup Dialog**
- **The Imposition Page Position Palette**

Creating, Saving and Opening Impositions

Important: If you find you are sitting in front of your computer typing in hundreds of numbers, then you are doing it wrong!

Creating New Impositions

Before creating a new imposition template you need to know the following:

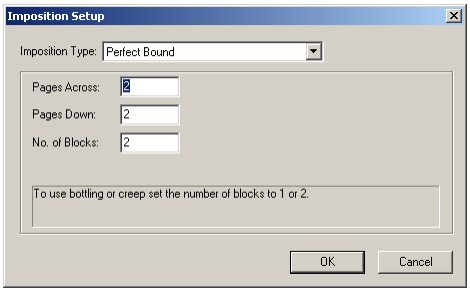
- Which kind of imposition to use: Perfect Bound, Saddle Stitched, Coming and Going or Cut and Stack.
- How many rows and columns of pages there are in a block (flat).
- The page order for the imposition template.
- The number of blocks in the imposition For a typical situation, there will be one plate for the front of the paper (**Front**) and one plate for the back of the paper (**Back**). This means, typically, that there are two blocks in the imposition template.
- The orientation of the pages.
- The trims, or distances between pages, and any creep or bottle values required.

When you have this information, you are ready to create your imposition.

Note: Imposition Publisher will automatically generate all of the blocks from the first two for the whole job. So whether your job is 16 pages or 1600 pages you still only need to create a 2-block imposition.

For example, if a perfect bound imposition template has eight pages in two blocks, the pages on block 1 are ordered 5, 4, 8, 1 and on block 2 are 3, 6, 2, 7, then the third imposed block will automatically contain pages 13, 12, 16, 9 and the fourth block pages 11, 14, 10, 15.

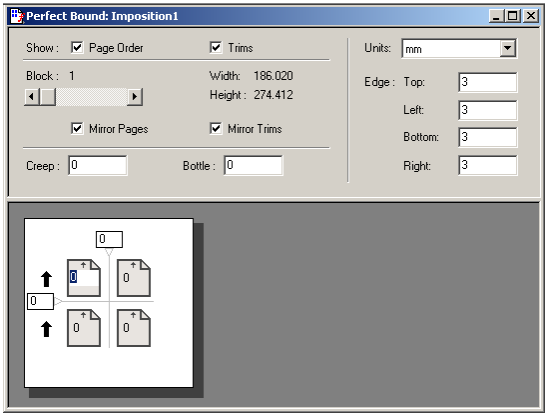
1. Select *New Imposition…* from the **File** menu. The **New Imposition** dialog appears:



2. Enter the appropriate information for the new imposition. (See **The New Imposition Dialog** below).

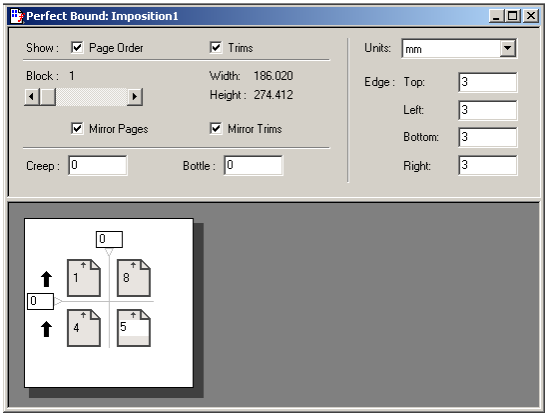
3. Click ***OK***.

This opens the **Imposition** window:

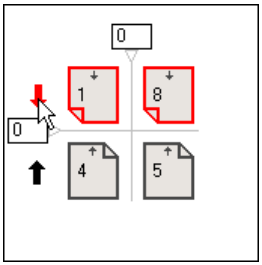


This is a representation of the imposition template.

4. **Enter the page order**. Click the first page and type the page number. Use the tab key or the mouse to take you to the next page. The page numbers are entered automatically on the second block. To see the second block, click the horizontal scroll bar.



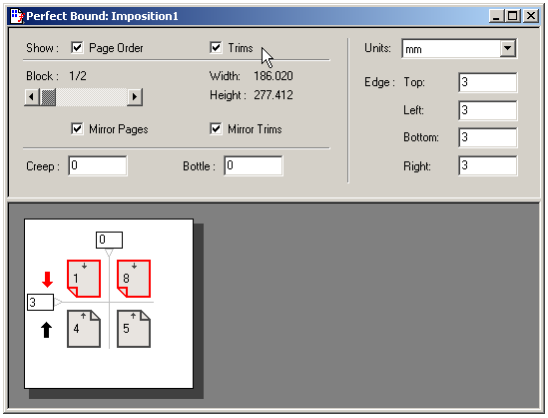
5. **Select the orientation of the rows**. This is done by clicking on the *Orientation Arrows* to the left of the rows.



6. **Select the orientation of individual pages**. If you require certain pages in a row to be of a different orientation from the *Orientation Arrows* then select the page, then select *Rotate Page* from the **Imposition** menu. The page will rotate in increments of 90°.

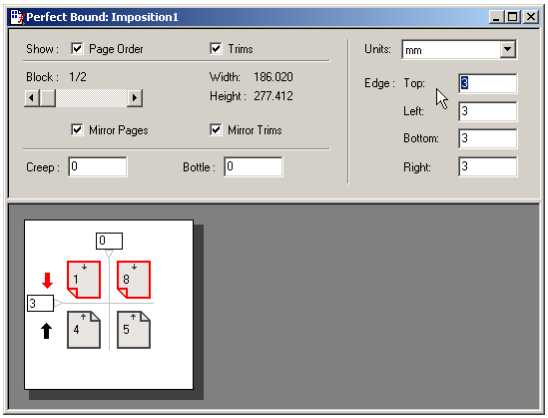
7. **Select the Units** you wish the trims to be measured in.

8. Click the *Trims* checkbox on to display the trim values between rows and columns of pages. Select the box containing the trim value and type the value that you require.



Note: The width and height of the block is displayed, taking into account the page size, trims and the crop mark length**.** The Block Width and Block Height provide a useful check to see if the imposition will print in one piece on your output device or whether it will have to be tiled.

9. **Enter the Edge Trims**. This is the space between the crop marks and the individual edge of the block.



10. **Set the Mirror Trims flag**. Typically, the imposition you will be creating will be made up of two blocks, a **front** and **back**, as you will want to print on both sides of the sheet of paper. In this case the vertical trims on the block that print on the back will be in reverse order. Setting the Mirror Trims flag on will reverse the vertical trims on the back.

11. **Enter any Page Creep**. Starting with the outside pair of pages of a section that has the largest trim value, the trim value between pairs of pages is progressively reduced by the creep value as they move towards the centre pair of the section.

12. **Enter any Bottling value**. The value entered here is for whole sections. Starting with the outside pair of pages of a section, which is rotated by the bottle value, pairs of pages are rotated progressively less so that the centre pair of pages in a section has no bottle angle at all.

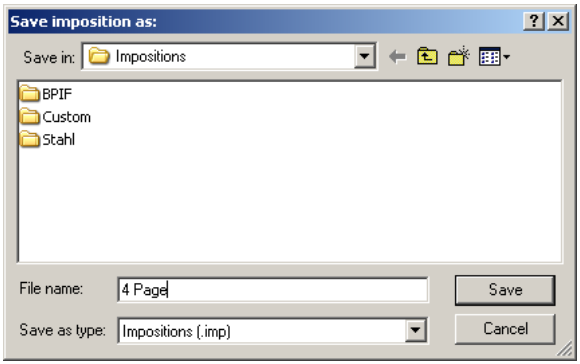
Important: If either creep or bottle is required, the pages in the imposition must be in ***Printers Pairs***.

Once you have created the imposition and all the settings are correct, you should save the imposition.

Saving Impositions

1. Select ***Save*** in the **File** menu.

2. Navigate to any appropriate folder and enter an appropriate filename. Click ***Save***.

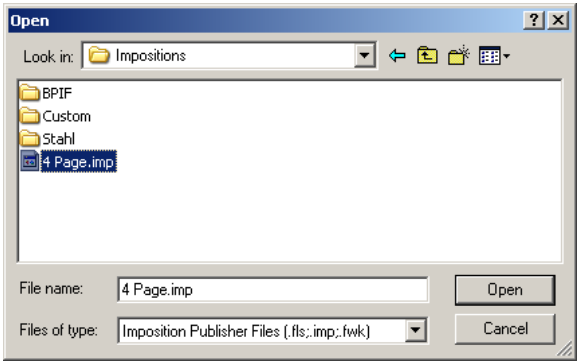


See **Opening Impositions** below on how to use this imposition again.

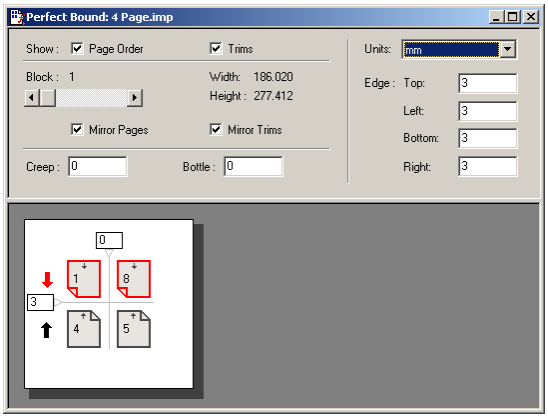
Opening Impositions

1. Select ***Open...*** from the **File** menu.

2. Navigate to the appropriate folder, select the imposition and click ***Open***.



The previously saved imposition will be opened:

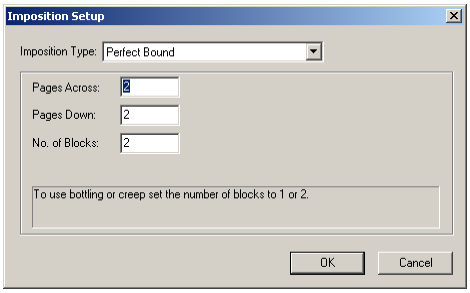


For further details on the standard impositions that come with the program see **Appendix A**.

Important: If you select an imposition that came with the software, you should check that the trim values match your requirements.

The New Imposition Dialog

To set up a new imposition, select ***New Imposition…*** from the **File** menu. The **New Imposition** dialog appears:



Imposition Type

The different imposition types available are Perfect Bound, Saddle Stitched - standard and webbed inset - Coming and Going and Cut and Stack.

See **Kinds Of Finishing** in the Introduction for a complete explanation of these different types of imposition schemes.

Pages Across

The number of columns in a block. The default is **2.**

Pages Down

The number of rows of pages in a block. The default is **2.**

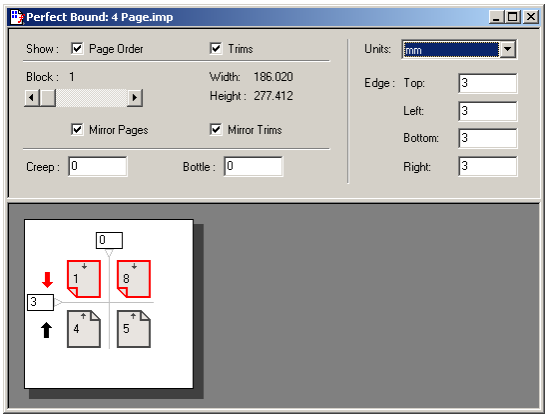
No. of Blocks

The number of blocks that make up the complete imposition. In most cases, the imposition is made up of a front and a back; therefore the default is **2.**

Increment Value

The value by which each page in a Cut and Stack imposition layout is increased for each subsequent block. Normally this should be set to 1 for single sided work and to 2 for double-sided work.

The Imposition Window



Page Order

When ***Page Order*** is checked, the order of the pages can be entered or edited.

Automatic Numbering for Cut and Stack Impositions

To avoid having to calculate the page numbers for a Cut and Stack imposition, enter the page order 1, 2, 3, 4, etc. on the 1st block. Imposition Publisher will then calculate the page numbers automatically, based on the total number of pages that are printed.

Trims

When ***Trims*** is checked, the trims between the pages can be entered or edited.

Orientation Arrows

The orientation of a row can be flipped by clicking on the ***Orientation Arrow*** at the beginning of the row.

Mirror Pages

When this is checked, Imposition Publisher will automatically enter the page numbers on the second block based on the values entered on the first block.

Mirror Trims

Normally for a front and back situation, the order of the trims between the columns of pages is reversed for the back. When ***Mirror Trims*** is selected, Imposition Publisher will reverse the order of the trims for the back.

Edge Trims

Edge Trims are used to control the distance between the four edges of the block and the start of the crop marks.

Block Dimensions

The minimum width and depth of the block is displayed, including the edge trims and crop marks, if appropriate.

Creep

Enter any page ***Creep*** rate. Starting with the outside pair of pages of a section, the trim value between pairs of pages is progressively reduced by this value as they move towards the centre pair of the section. If creep is required, the pages in the imposition must be in printers pairs.

Bottle

When folding a piece of paper in half and then in half again so that the four corners meet, it is impossible to get the corners to line up exactly. This is because the paper has a certain thickness (bulk). The outer pages in this case will be rotated around the folded corner. To compensate for this bulk, when using thick paper or large impositions, the pages need to be rotated around the points where the folds meet. The angles these pages are rotated through to compensate for bulk are called Bottle Angles.

The value entered here is the maximum for the whole section. Starting with the outside pair of pages of a section, which is rotated by the ***Bottle*** value, pairs of pages are rotated progressively less so that the centre pair of pages in a section has no bottle angle at all. If bottling is required, the pages in the imposition must be in printers pairs.

Note If these Creep and Bottle features do not meet your needs, you can position every page individually using the **Page Positions** dialog.

Page Orientation

You can rotate any individual page in increments of 90° by selecting ***Rotate Page*** from the Imposition menu. You can also rotate a page by clicking on the small arrow icon inside the page or by using the keyboard shortcut **Ctrl R**.

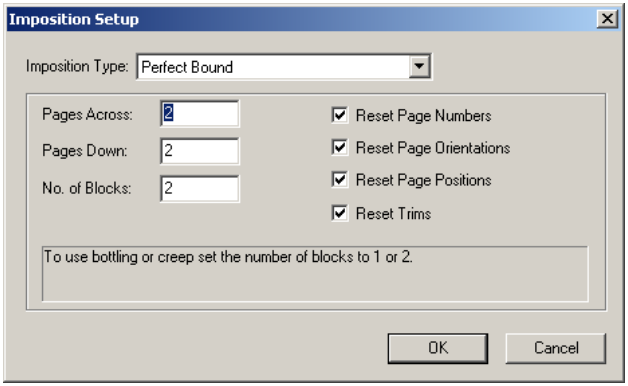
This is especially useful for impositions in which the spine is on the head of a page, for example, calendars. In such cases, the back of a page may be printed upside down in relation to the front of the page. ***Rotate Page*** allows you to rotate individual pages on a block, as necessary.

To flip a page in the opposite direction:

1. Click that page to select it. The **Page Order** radio button must be selected for this.
2. Select ***Rotate Page*** from the Imposition menu. This rotates the page by 90°.
3. Select ***Rotate Page*** from the Imposition menu again. This rotates the page by 180°.

The Imposition Setup Dialog

To alter the type of an existing imposition, select ***Setup...*** from the **Imposition** menu. The **Imposition Setup** dialog appears:



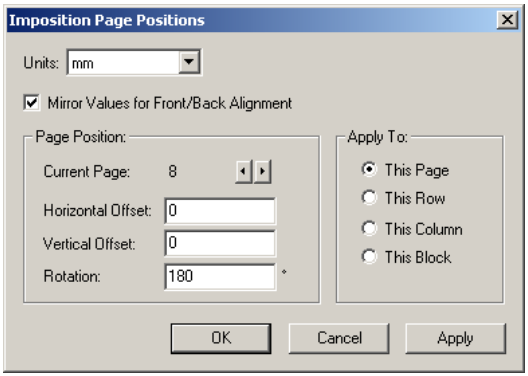
You can change the Imposition Type and size of the imposition by choosing the required new values. You can retain the existing information about page numbers, orientation, page positions and trims by unchecking the relevant check boxes.

The Page Positions Dialog

It is possible to precisely position individual pages within a job, if you have special creep and bottle requirements not met by the standard features of the software.

Select ***Page Positions...*** from the **Imposition** menu.

The **Page Positions** dialog appears:



Current Page

Shows the page on which the adjustments will apply. You can move to other pages using the left and right arrows.

Units

The units that any offsets are measured in.

Mirror Values for Front/Back Alignment

If this is checked, any adjustments you make are automatically applied to the corresponding page that will be printed on the back of the finished sheet.

Horizontal Offset

The horizontal distance that the page will be moved.

Vertical Offset

The vertical distance that the page will be moved.

Rotation

The angle that the page will be rotated.

Apply To

The radio button indicates which pages these adjustments are applied to.

You can choose to apply them to:

This Page -the current page

This Row - the current row of pages

This Column - the current column of pages

This Block - all the pages on the current block

FLATWORK

Flatwork allows you to place single pages on any sheet in any order, orientation, and scaling. This is useful to print custom layouts not possible with normal media saving or imposition printing.

Note: Imposition Publisher places pages, not separations. If you are working with colour separated files, then the appropriate separations will be generated for each colour.

To Create A Flatwork

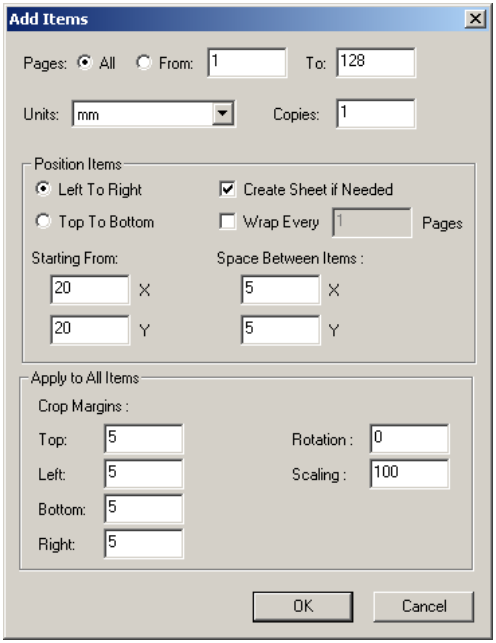
1. Create a new File List and add files to it.
2. Create a new Flatwork document (**File** menu, ***New Flatwork...***).
3. Add pages to the Flatwork:

Either

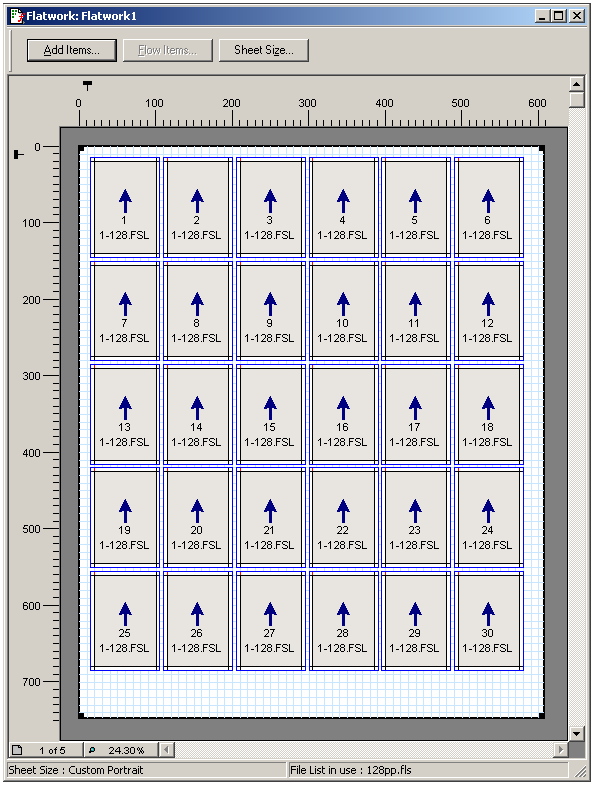
Drag pages from the File List onto the Flatwork window. To see all the pages in a file, click the small plus sign to the left of the filename. Select the pages you want and drag the pages over.

Or

Use the ***Add Items*** button in the Flatwork window. This opens the **Add Items** dialog that gives precise control in regularly spacing the pages on the sheet. Enter 20 mm, 20 mm for the *Starting From*, 5 mm, 5 mm for the *Space Between Items* and 5 mm in *Crop Margin* boxes. The dialog should look like this:



Leave everything else as it is and click ***OK***. Imposition Publisher places these pages on the flatwork sheets:



Saving a Flatwork

A flatwork template can be saved for later use. To do this:

1. Select ***Save*** from the **File** menu:
2. Enter a file name and click ***Save***

Opening a Flatwork

To open a Flatwork:

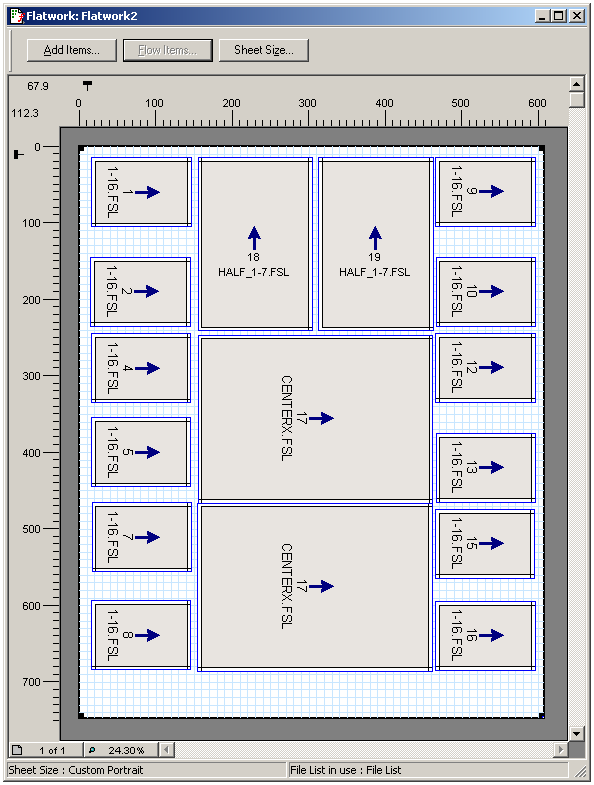
1. Select ***Open...*** from the **File** menu and select the Flatwork you want to open.

This will open the Flatwork window, as it was when it was last saved.

You are now ready to print your Flatwork. See below for details on Printing, Device Setup and Print Marks.

Note: A flatwork template is linked to the current file list. Because the flatwork contains the co-ordinates of each page, changing the file list or altering the order of pages may produce unexpected results.

The Flatwork Window



The Flatwork Window shows a to scale representation of your output sheet(s). Individual pages can be precisely positioned using

the mouse. Alternatively, they can be regularly spaced automatically using the Add Items…dialog.

Add Items…

Adds pages from the current File List with control over page positioning and spacing.

(See **The Add Items Dialog** section below.)

Flow Items…

Reflows (repositions) pages in the current Flatwork with control over page positioning and spacing.

(See **The Flow Items Dialog** section below.)

Sheet Size…

Sets the sheet size for the Flatwork

(See **The Sheet Size Dialog** section below.)

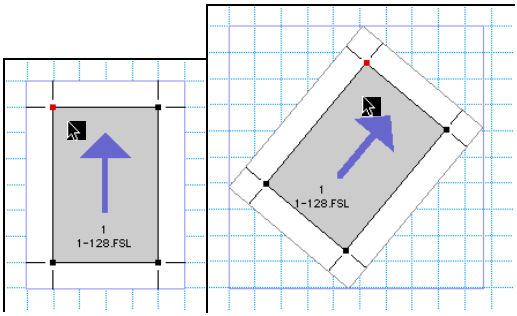
Device Details

Displays the current Flatwork sheet size and orientation.

Flatwork Pages

Pages added to the Flatwork can be positioned using the mouse or the **Flatwork Palette**. Pages can be manipulated individually or the same actions applied to several selected pages.

All pages are displayed with certain characteristic features:



Selected pages are displayed with black dots in the page corners. Multiple pages can be selected by dragging the mouse over several pages or by shift clicking to extend the selection. Actions such as moving or resizing pages only apply to selected pages.

A red dot denotes the corner used to snap to any guides. This is the corner the mouse is closest to. Pages will snap to the guides if ***Snap To Guides*** is turned on in the **Flatwork** menu. This allows you to snap any corner of a page to the guides, by dragging the page by a point close to that corner.

(See **Ruler Guides** below.)

A blue arrow denotes the orientation of the page. *Cmd-click* rotates the selected page in 90° clockwise intervals. *Cmd-Shift-click* rotates them in 90° anti-clockwise intervals.

A file name indicates the file that the page belongs to from the File List. The file name and size of pages are dynamically updated in relation to the current File List. Any page number that is outside the range of the File List has no file name and will not print.

Crop marks. You can turn crop marks on or off by clicking on the individual crop mark, highlighted in red, if certain crop marks are not required. Use the *Option* key to select all the crop marks for a page. Whilst the pages and their positions are displayed to scale, the crop marks are only representations (at present). The crop mark length is set in the **Mark Option** dialog within the **Print Marks** dialog. The spacing between the crop marks and the pages is set in the **Trims & Bleeds** panel in the **Print Options** dialog.

Crop marks are only displayed if ***Show Crop Marks*** in the **Flatwork** menu is turned on.

Crop margins denoted by the white space around each page. All marks for that page will only print if they fit within the crop margins.

Crop areas denoted by the grey outline as the boundaries of the crop margins. The Crop area will only be displayed if ***Show Crop Areas*** in the **Flatwork** menu is turned on.

Enclosing rectangles denoted by the purple outline as the enclosing boundaries of the pages including the crop margins.

Enclosing rectangles are only displayed if ***Show Enclosing Rectangles*** in the **Flatwork** menu is turned on.

Rulers

On each sheet there are two rulers to help in the positioning of pages. The markings on the rulers are displayed in the units set by the Information palette (see below). The top left corner of the scrolling window also displays the X, Y point of the mouse as you move around the Flatwork window.

Rulers are only displayed if ***Show Rulers*** in the **Flatwork** menu is turned on.

Ruler Guides

Ruler guides define a grid over the flatwork sheet that can be used to position pages. The guides are represented by a T shape just above the horizontal ruler and to the left of the vertical ruler.

Guides are only displayed if ***Show Guides*** in the **Flatwork** menu is turned on.

Pages will snap to the guides only if ***Snap to Guides*** in the **Flatwork** menu is turned on.

There are 2 kinds of guides - regular and custom.

Regular Guides

Regular guides are denoted by a solid black pointer on the ruler. The distance of the regular guide from the origin of the ruler determines the spacing of a repeating pattern of guidelines. Regular guidelines are drawn as closely spaced dotted lines, an almost solid line.

The guide can be dragged to change the spacing of the lines. To have no regular guides, drag the guide to the origin of the ruler.

Option-click in a ruler to move the regular guides to the mouse point. The guide snaps to the nearest ruler interval.

Cmd-Option-click in a ruler to move the regular guides to the mouse point. The guide does not snap to the nearest ruler interval.

Custom Guides

Custom guides are denoted by a hollow pointer on the rulers. They are created by clicking the mouse on the ruler where you want the guide to be. These guides can be dragged around to change their position or can be removed by dragging them off the ruler. Custom guidelines are drawn as normal dotted lines. You can have as many as you wish on each axis.

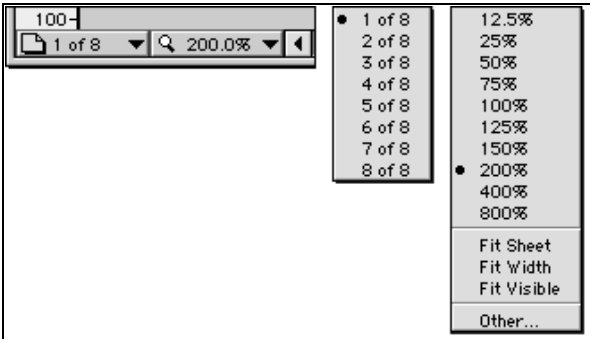
When dragging guides they always snap to the nearest ruler interval by default.

Click in a ruler to add a custom guide that snaps to the nearest ruler interval.

Cmd-click in a ruler to add a custom guide that does not snap to the nearest ruler interval.

Sheet Index Menu and View Options Menu

The Sheet Index and View Options menus are positioned at the bottom left of the Flatwork window.



The Sheet Index menu displays how many sheets are in the Flatwork and which is the current one. You can select a sheet from the popup menu to make it the current sheet displayed in the Flatwork window.

The View Options menu displays the current magnification. Select from the popup menu to change the magnification, within the range 1 to 800%.

Option-click the sheet to reduce the magnification.

Shift-Option-click the sheet to increase the magnification.

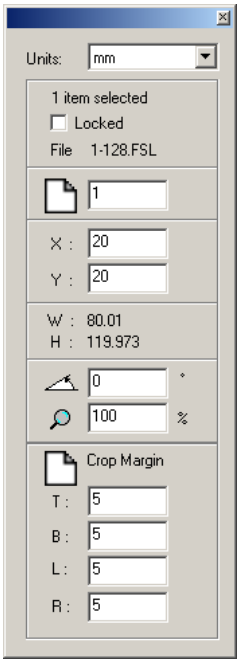
Ctrl 0 (zero) scales the flatwork to fit in the current window.

The Flatwork Palette

The **Flatwork Information** palette can be used to manipulate pages on a sheet. You can replace, move, rotate and scale pages, as well as adjust the crop margins and lock pages to the sheet

Select ***Show Palette*** from the **Window** menu. If the palette is already visible this menu item will appear as ***Hide Palette***.

The **Flatwork** palette appears:



Units

Changes the palette and the Flatwork ruler units.

Items Selected

Displays the number of pages that are selected.

Locked Check Box

Locks and unlocks selected page(s). Locked pages cannot be moved or altered in any way. This is useful if you do not wish to disturb pages once they are in position.

File

The file in the File List that the page(s) belongs to.

Page Number ( )

The page number in the File List of the selected page. The page can be changed to another page from the File List by entering the

required page number. If multiple pages are selected, this field displays —.

Page Position (X and Y)

Moves selected page(s). The position is displayed relative to the Flatwork sheet origin (top left corner). If multiple pages are selected, these fields display —.

Page Size (W and H)

The size (Width and Height) of the selected page(s).

Rotation ( )

Rotates the selected page(s) clockwise by the entered angle.

Scaling ( )

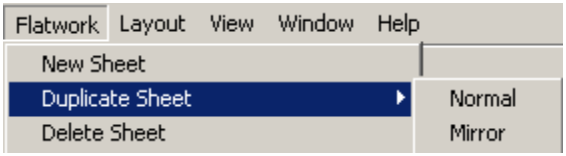
Scales the selected page(s) by the entered percentage.

Crop Margin (T, B, L and R)

Sets the crop margins for selected page(s), i.e. the clipping margins around each page. Nothing will print outside those margins.

Adding New Sheets To A Flatwork

You can add and remove additional sheets to a Flatwork using the **Flatwork** menu. The new sheets can be blank, be an exact copy or be a mirror image of another sheet.



New Blank Sheet

Select ***New Sheet*** to add an empty sheet to the current Flatwork.

Duplicate Sheet

Duplicate the positions and alignments of pages on the current sheet and add it to the current Flatwork.

The sub-menu gives the option of duplicating the sheet in two ways:

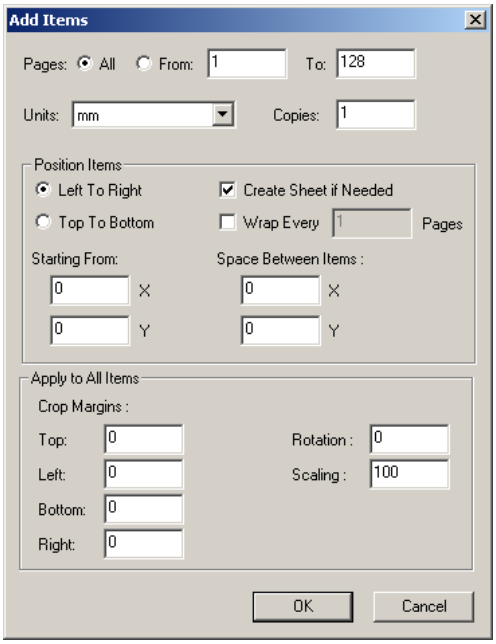
A **Normal** duplicate is a straight copy of the current sheet

A **Mirror** duplicate is a new sheet that mirrors all page positions on the current sheet for Front/Back alignment.

Delete Sheet

Select ***Delete Sheet*** to deletes the currently selected sheet**.**

The Add Items Dialog



The Add Items Dialog places pages from the File List onto the Flatwork sheet.

Pages

Adds all pages or a range of pages from the current File List

Copies

Adds multiple copies of the page(s)

Units

Switches units locally within this dialog.

Left To Right

Adds the pages *Left To Right* across the sheet. Pages will then automatically wrap onto the next row until all pages have been added.

Top To Bottom

Adds the pages *Top To Bottom* down the sheet. Pages will then automatically wrap onto the next column until all pages have been added.

Create Sheets if Needed

New sheets will automatically be created when the current sheet filled and all the pages have not yet been added.

Wrap Every "N" Pages

Allows you to control how many pages are placed in a row (or column) before Imposition Publisher moves on to or wraps on to the next row (or column). If this is off then Imposition Publisher wraps automatically after it reaches the other side of the sheet. You can use this to step and repeat pages on a Flatwork sheet.

For example, to place 4 copies of page 1 in a column on the left and 4 copies of page 2 in a column on the right then set *Pages From* 1 to 2, *Copies* to 4, *Top to Bottom* on and *Wrap Every* 4 *Pages*.

Starting From

The position of the first page. All subsequent pages are positioned relative to this starting point.

Note: The origin in Flatwork is always the top left corner of a sheet.

Space Between Items

The spacing between the pages. This is in addition to the spacing allocated for each page in the crop margin fields.

Crop Margin

Sets the clipping margins around each page. Any print mark outside these margins will not print.

Note: page & block print marks apply to each page and NOT the sheet. To add sheet marks to a Flatwork, save your print marks with offsets from start of sheet.

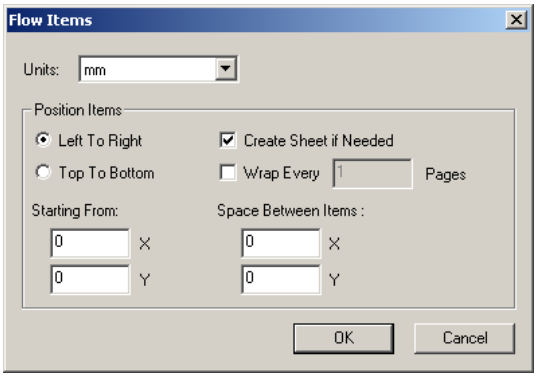
Rotation

Applies a rotation to all pages that are added.

Scaling

Scale all pages that are added.

The Flow Items Dialog



The Flow Items dialog re-flows or replaces any selected pages on the sheet, creating new sheets if necessary.

Units

Switches units locally within this dialog.

Left to Right

Re-flow the selected pages from *Left to Right* across the sheet. Pages will automatically wrap onto the next row until all pages have been re-flowed.

Top to Bottom

Re-flow the selected pages from *Top To Bottom* down the sheet. Pages will automatically wrap onto the next column until all pages have been re-flowed.

Create Sheets if Needed

If this is checked on, new sheets will automatically be created when the end of a sheet is reached and all the pages have not yet been re-flowed.

Wrap Every "N" Pages

Allows you to control how many pages are placed in a row (or column) before Imposition Publisher moves on to or wraps on to the next row (or column). If this is off then Imposition Publisher wraps automatically after it reaches the other side of the sheet. You can use this to step and repeat pages on a Flatwork sheet.

For example, to place 4 copies of page 1 in a column on the left and 4 copies of page 2 in a column on the right then set *Pages From* 1 to 2, *Copies* to 4, *Top to Bottom* on and *Wrap Every* 4 *Pages*.

Starting From

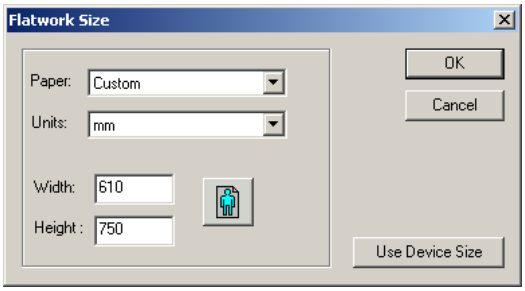
The position of the first page. All subsequent pages are re-flowed from there.

Note: The origin in Flatwork is always the Top Left corner of a sheet.

Space Between Items

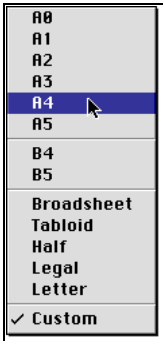
The regular spacing between the selected pages. This is in addition to the spacing allocated for each page in the crop margin fields.

The Sheet Size Dialog



Sets the sheet size for the Flatwork. Usually this will be the same size as your output device.

Paper



A pop-up menu allows you to set up a Flatwork sheet size from a list of standard paper sizes.

Units

Switches units locally within the dialog.

Width

Sets the Flatwork sheet width in the currently selected units.

Height

Sets the Flatwork sheet height in the currently selected units.

Use Device Size

Sets the Flatwork sheet size to the same as the current output device setting.

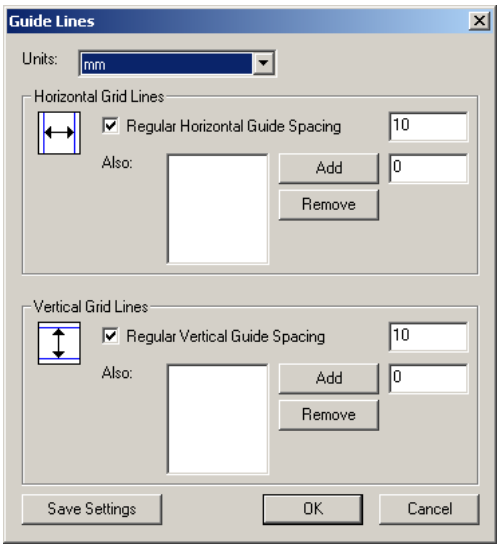
Orientation icon

Toggles between portrait and landscape orientation.

The Guide Lines Dialog

Select **Guide Lines...** from the **Flatwork menu** or *double-click the sheet background* to bring up the **Guide Lines** dialog. This dialog controls regular and custom guides for the current Flatwork to allow you to position pages precisely.

Note: For pages to snap to the guides, the ***Snap To Guides*** option of the **Flatwork** menu must be turned on.



Units

Switches the units locally within this dialog.

Horizontal Spacing

Sets regular horizontal guides. The value controls the spacing between guides.

Also:

Allows you to create a list of non-regular or custom horizontal guides by adding (**Add**) and removing (**Remove**) from the list.

Vertical Spacing

Sets regular vertical guides. The value controls the spacing between guides.

Also:

Allows you to create a list of non-regular or custom vertical guides by adding (**Add**) and removing (**Remove**) from the list.

Save Settings

Saves the settings as defaults so that all new Flatwork documents will be created with this set of guides.

Flatwork Shortcuts

Copy (Ctrl C)

Copies the selected pages or sheets to the Clipboard. This information can then be pasted into the same or another Flatwork document.

Cut (Ctrl X)

Cuts selected pages sheets from the current Flatwork to the Clipboard.

Paste (Ctrl V)

Pastes pages or sheets from the Clipboard into the current Flatwork document.

Scale to Fit (Ctrl 0 (zero))

Scales the flatwork sheet to fit in the current window.

Reduce Magnification (Option Click the sheet)

Reduces the Flatwork view magnification.

Increase Magnification (Shift Option Click the sheet)

Increases the Flatwork view magnification.

Toggle Snap To Guides (Ctrl Y)

Turns on (or off) the Snap To Guides option.

Rotate Page (Ctrl Click a selection of pages)

Rotates page(s) in 90° clockwise intervals.

Rotate Page (Ctrl Shift Click a selection of pages)

Rotates page(s) in 90° anti-clockwise intervals.

Add Custom Guide (Ctrl Click a ruler)

Adds a custom guide that does not snap to the nearest ruler interval.

Move and Snap Guide to Mouse (Option Click a ruler)

Moves the regular guide to the mouse point. The guide snaps to the nearest ruler interval.

Move Guide to Mouse (Ctrl Option Click a ruler)

Moves the regular guide to the mouse point. The guide does not snap to the nearest ruler interval.

Guide Line Dialog (Double Click the sheet)

Brings up the **Guide Lines** dialog

Turn Crop Marks On/Off (Option Click in the crop area)

Toggles on or off all the crop marks (highlighted in red) for the selected pages.

PRINT MARKS

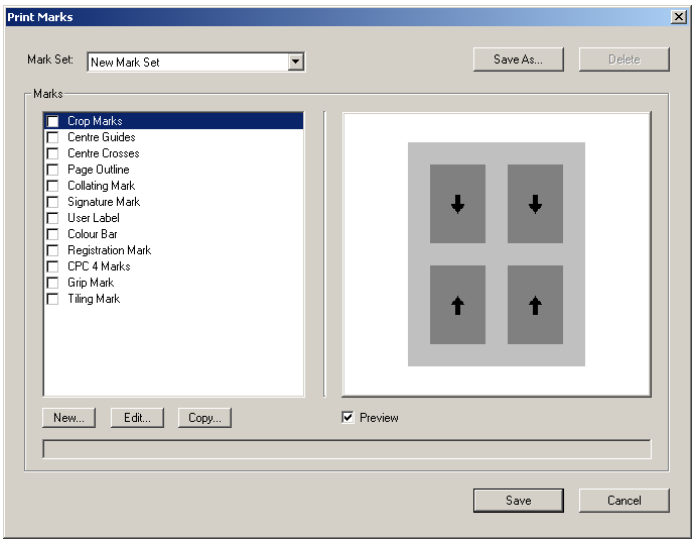
You can easily create your own sets of print marks to use with particular jobs. You can also create special or custom print marks from EPS and PDF files. The print mark sets are saved so they are available every time the program is used.

This section is divided into the following parts:

- **The Print Marks Dialog**
- **Standard Print Marks**
- **Custom Print Marks**

The Print Marks Dialog

Selecting ***Print Marks...*** in the **Edit** menu or clicking the **Mark Set: Edit** button in the **Print** dialog displays the **Print Marks** dialog:



This dialog is used to specify which print marks to use. The list of checkboxes shows the standard print marks and any custom print marks you may have created.

Any combination of marks can be saved as a Mark Set for future use. All mark sets are accessible from the Mark Set popup. Any required mark set can be chosen from the Print dialog at the time of printing.

Click the checkboxes in the left-hand list and the marks will appear in the preview display on the right hand side.

- The first twelve checkboxes are Imposition Publisher's **standard print marks**. Marks can be switched on and off by using the checkboxes, or deleted from the list by selecting ***Cut*** from the **Edit** menu. The parameters for each mark can be edited by selecting the mark and clicking the **Edit** button.

- Some print marks are not applicable for all types of print jobs. For example, if Media Saving is selected, then *Centre Guides* and *Centre Crosses* are not applicable and are disabled.

- **Custom print marks** also appear in the list of print marks. They can be switched on and off, moved and edited in the same way as the standard print marks.

- The order that marks print is determined by their order in the list. This can be important if 2 marks occupy the same space. A mark that is further down the list will be output after (on top of) a mark higher in the list.

OK (or Save)

Exits the Print Marks dialog. This button will change to **Save** if the current print mark set has been changed.

Save As…

Save the current set to a differently named print mark set.

Delete

Delete the current print mark set.

New…

Opens the **Edit Mark** dialog with settings for a new Custom Mark.

Edit…

Opens the **Edit Mark** dialog for the selected mark.

Editing Print Marks

1. In the **Print Marks** dialog select the mark in the list and click ***Edit…***. Or double-click the mark name.

The **Edit Mark** dialog appears

2. Make the changes required in the dialog.
3. Save the mark.

In every Edit Mark dialog there are 2 buttons at the bottom left hand corner – **Use Defaults** and **Save As Defaults**.

Save As Defaults

Saves the settings for the current type of print mark to the preferences file. Any new mark of this type will inherit these settings.

Use Defaults

Restores the settings for the current print mark to the default values for that type of print mark.

Copying Print Marks

1. Select the mark in the print mark list.
2. Click ***Copy***.
3. Supply a new name for the duplicate mark

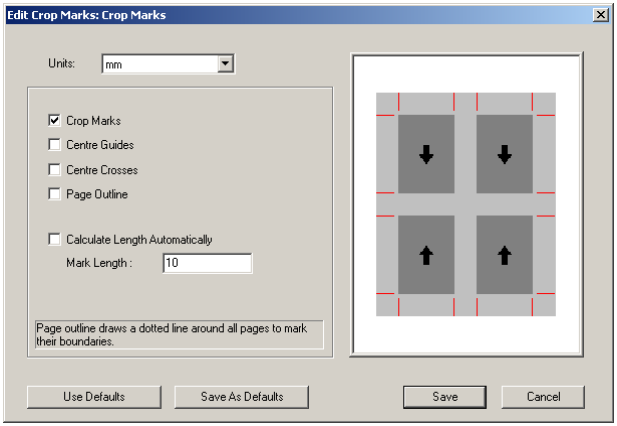
Deleting Print Marks

1. Select the mark you want to delete in the print mark list.
2. Click the ***Delete*** key to delete the mark from the list.

Standard Print Marks

Crop Marks

These are marks that appear around the edge of the block indicating the edges of the individual pages.



The length of the Crop Marks is shown in the **Mark Length** field.

If **Calculate Length Automatically** is checked, Imposition Publisher will adjust the length of the crop marks according to the free space available.

Sometimes a job will only just fit on an output device, leaving very little room for crop marks. Rather than having to repeatedly change the length of crop marks for different jobs, you can check the **Calculate Length Automatically** option, which allows Imposition Publisher to vary the length of the crop marks. The **Preferred Length** will be used where possible, the length will be reduced down to the **Minimum Length**, if necessary.

Centre Guides

These are marks that appear around the edge of the block marking the centre line between rows and between columns of pages.

Centre Crosses

These are crosses that mark the centre of a group of four pages.

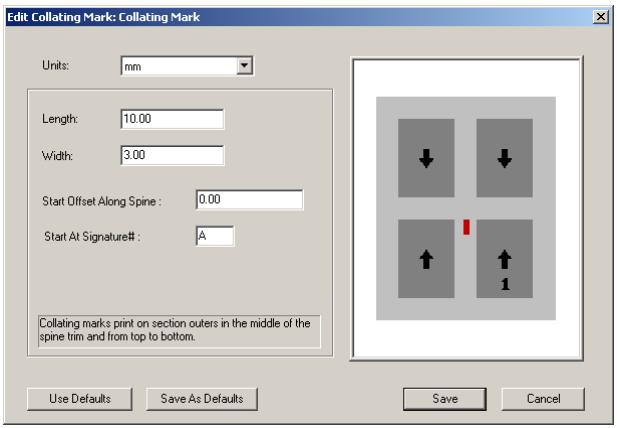
Page Outline

Pages will print with a dotted outline. These can be used in place of Crop Marks, usually for imposition proofing.

Collating Marks

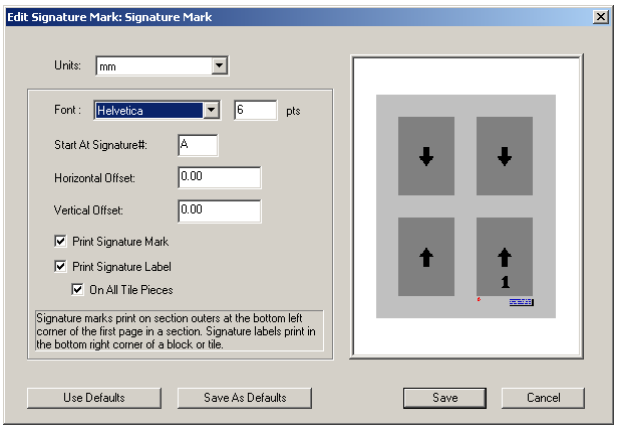
A collating mark is a small rectangle that appears on the outside spine of each section. If a job contains multiple sections the collating mark is a useful visual aid that all sections are present and in the correct order. The collating marks areeasily visible when the different sections are collated together for finishing.

Imposition Publisher automatically calculates the positions of the collating marks. They start at the top of the spine and work down. The length and width of the collating mark and its starting offset along the spine can be set in the **Collating Mark** dialog:



Signature Marks

This is a text label that prints on each block. It shows the section letter and whether it is an outer or an inner block. The section letter is also printed at the foot of the first page of the section.



Start At Signature

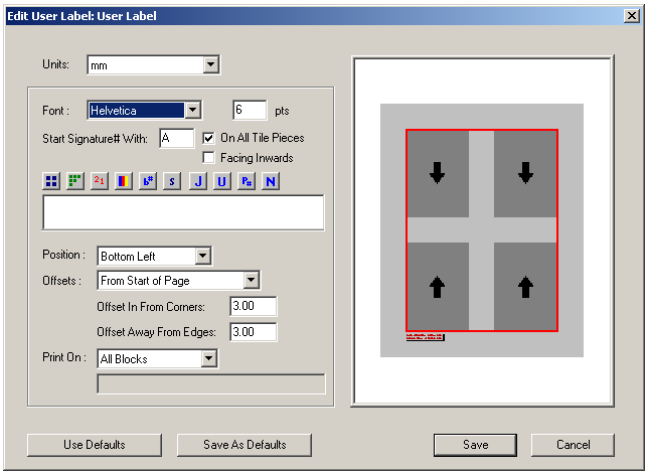
This is used to specify the location of the first section being imposed. If the current print job was the fourth section, this field should be set to **D**.

The position of the signature label can be changed by using the **Horizontal** and **Vertical Offsets**.

The **Signature Marks** (indicating the first page of a section) and the **Signature Labels** (to specify the block letter) can be independently turned on and off. When a job is tiled the Signature Label will be printed on all tile pieces if the checkbox print **On All Tile Pieces** is checked.

User Label

This is a text label that will print on each block. There are a number of special options which insert information automatically.



Font

Specifies the font and size that the label text is printed in. The choices are:



Position

Specifies where on the block the label prints. The following choices are available:



The **Section Spine** is the gutter between the first and last pages of each section i.e. the spine.

Note: If the User Label check box is switched on an icon representing the user label will be displayed in the print marks preview at the corresponding position.

Units

The offsets are measured in units set in the **Units** popup.

Offsets From

This specifies whether to measure the offsets from the edge of the Page or from the edge of the Trim area or the edge of the Sheet.



Offsets In From Corners, Offsets Away From Edges

These offsets can be used to position the user label anywhere on the block. The offsets are measured from the selected position above.

On All Tile Pieces

If checked on, the user label will be printed on all tile pieces, if the imposition has to be tiled.

Facing Inwards

If checked on, the text of the user label will be printed so that the base of the text is closer to the pages than the top of the text.

Label Icons

Imposition Name

This will place a marker in the label that will be replaced by the imposition name when printing.

Flatwork Name

This will place a marker in the label that will be replaced by the flatwork name when printing.

Date & Time

This will place a marker in the label that will be replaced by the date and time of the job when printing.

Plate Colour

This will place a marker in the label that will be replaced by the plate colour of the current block being printed.

Block #

This will place a marker in the label that will be replaced by the block number of the current block being printed.

Signature(s) #

This will place a marker in the label that will be replaced by the signature letter or number of the current block being printed.

Document Job Title

This will place a marker in the label that will be replaced by the Job Title from the current PostScript file being printed. NB This feature is not applicable to all types of PostScript files.

Document User

This will place a marker in the label that will be replaced by the user name comment from the current PostScript file being printed. NB This feature is not applicable to all types of PostScript files.

Document Page #

This will place a marker in the label that will be replaced by the page number of the current page being printed. This is applicable to media saving printing where every page can have its own label.

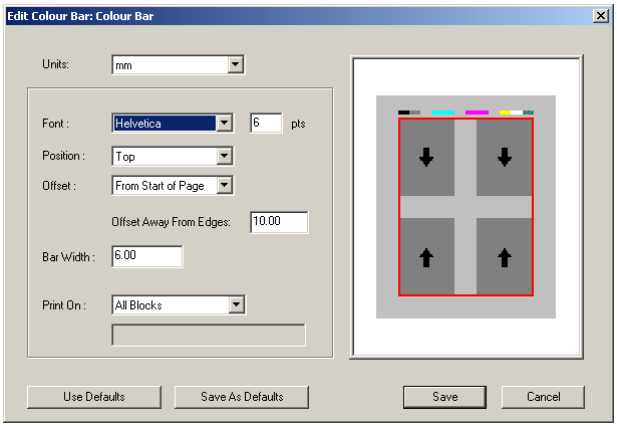
Print Job Name

This will place a marker in the label that will be replaced by the job name entered in Imposition Publisher Print dialog.

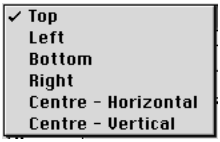
When you have finished setting up the User Label, click ***Save*** to return to the Print Marks dialog.

Colour Bar

This is the Imposition Publisher standard colour bar. It will print along the length or width of each block and will colour-separate if necessary. It can print up to 6 colours in one bar. If you use more than 6 colours in a job, an extra colour bar will be printed outside the first one.



Select which position you require from the following:



Offset Away From Edges

This is the distance to the start of the colour bar from the edge selected in the **Position** and **Offset** pop up menus.

Bar Width

This controls the height of the colour bar squares.

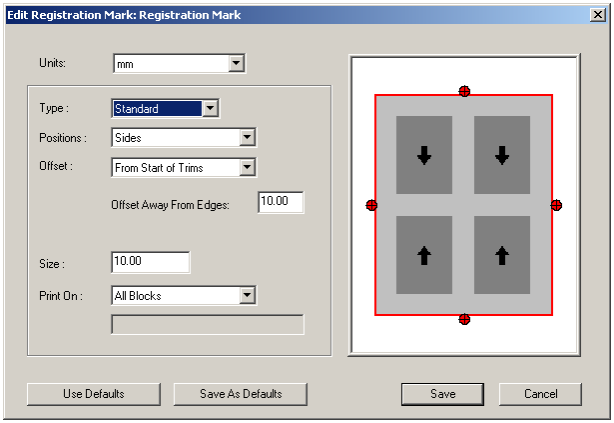
Registration Marks

Registration marks print in the same place on each colour separation. They are used to check that different colours are correctly aligned – that they are *in register*.

The **Registration Marks** dialog is used to select different options.

You can choose between standard registration and CPC 4 marks from the **Type:** pop up menu.

There are several different positioning options. The offsets are the distance to the centre of the registration mark, measured from the location specified by the **Positions** and **Offset** pop up menus.



Size

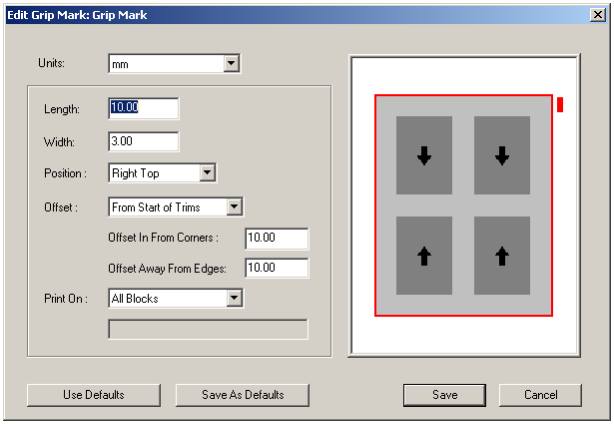
This specifies the diameter of the standard registration mark.

CPC 4 Marks

These are Heidelberg CPC 4 marks. CPC 4 marks can be used in place of standard registration marks and positioned in a similar way to the standard registration mark. The size of the CPC 4 marks cannot be altered as many optical readers rely on its fixed geometry.

Grip Mark

The grip mark, also known as a side guide mark, is used to identify the leading edge of the plate or paper, for ease of handling. Select the position you require from the **Position** menu.

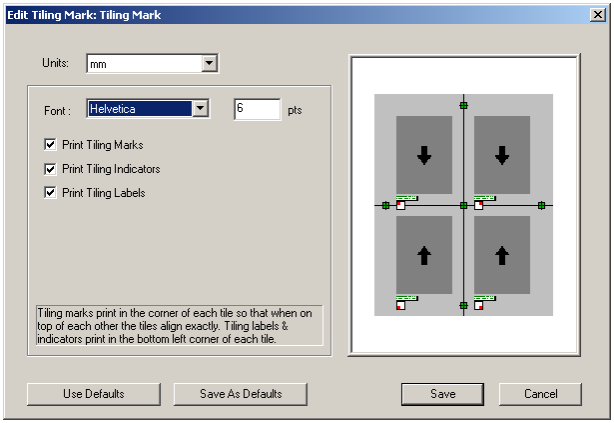


Offsets

These are the values used to position the mark from its position selected in the **Position** menu.

Tiling Mark

Tiling marks are used to align the tiles pieces after printing. It also helps you to identify individual tile pieces.



Custom Print Marks

If your print mark requirements are not met with the standard print marks, you can create custom print marks using any EPS file. Custom print marks are added to the list of checkboxes in the Print Marks dialog.

Custom print marks can be checked on or off as needed in the Print Marks dialog. When switched on, the custom marks will appear in the right hand preview display, roughly to scale, in the correct position and size relative to the page.

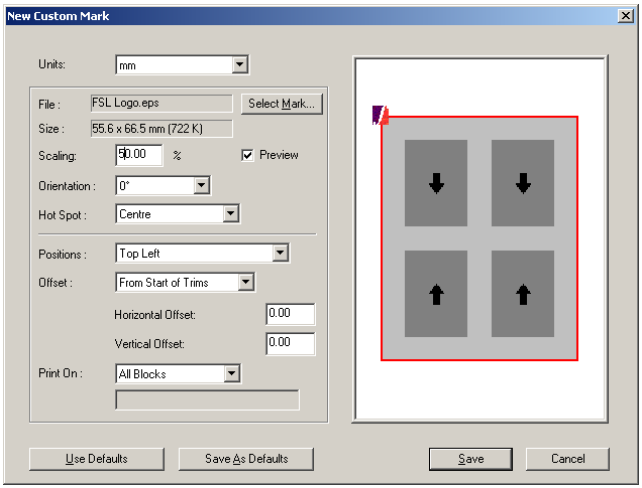
Creating a New Custom Print Mark

This section explains how to set up a custom mark. Custom marks are special print marks based on EPS or PDF files.

1. Select ***Print Marks...*** from the **Edit** menu.

2. Select ***New...*** from the **Print Marks** dialog.

This opens the **Custom Mark** dialog where you can set up the new custom mark.



In the **Custom Mark** dialog, you must:

3. Click ***Select Mark...*** to choose an EPS or PDF file.

4. Select a Position from the **Positions** popup.

5. Enter any other options you may want. Other options available are:

   - **Scaling:** the mark scaling (between 1% & 1000%).
   - **Orientation:** the orientation (0°, 90°, 180°, 270°).
   - **Hot Spot:** a point on the EPS that lines up with the selected position.
   - **Offsets:** relative to the selected position.
   - **Print On:** which blocks/signatures to print the mark on.

Custom Mark Options

Units

The units in which to display the custom mark offsets and the dimensions of the EPS file.

File

This is the name of the EPS or PDF file to be associated with the mark. Once the file has been selected, the name and size in kilobytes are displayed here.

Note: Any file used for a custom mark must be put inside the Marks folder (or folder nested inside the Marks folder).

Size

Once a file has been selected, the dimensions and file size are displayed here.

Scaling

This allows scaling up or down of the mark. Choose values between **1%** and **1000%**. If the mark is re-scaled the preview display will show this.

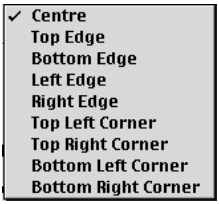
Orientation

This allows the mark to be rotated to the correct orientation. Choose between 0°, 90°, 180° and 270°:

If the mark is re-orientated then the preview will show this.

Hot Spot

The hot spot is the point in the mark that is chosen to line up exactly with the selected position(s). Use this in conjunction with the position and offsets to place the custom mark. The default hot spot is ***Centre*** but there are several other choices:



Preview

Switches the preview image on or off. If the preview takes too long to display, then switch previewing off.

Positions

There are thirteen possible positions for each custom mark.

Custom Mark Examples

1. To print a colour bar centred along the top, select the *top middle position* together with the *centre hot-spot* selection.

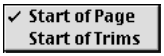
2. To print a colour bar left aligned along the top, select the *top left position* together with the *left edge hot-spot* selection.

3. To print a rotated colour bar vertically and top-aligned down the left side, select the *top left position* together with the *top edge hot-spot* selection.

4. To print a rotated colour bar vertically and bottom-aligned up the right side, select the *bottom right position* together with the *bottom edge hot-spot* selection.

Offset

Allows you to decide whether the offsets should start from the edge of the page or the edge of the trim or the edge of the sheet area.

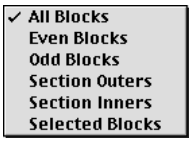


Offsets

These are the horizontal (**X**) and vertical (**Y**) offsets that can be used to position the mark anywhere on the block. The offsets are measured from the selected position(s) above.

Print On

This selects which blocks the custom mark will print on. For some marks you may wish to print them on all blocks, but for other marks only print on some blocks or at certain regular intervals. The following choices are available:



All Blocks

Print the custom mark on all blocks.

Even Blocks

Print the custom mark on all even blocks.

Odd Blocks

Print the custom mark on all odd blocks.

Section Outers

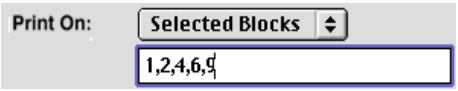
Print the custom mark on all blocks that are section outers i.e. the block containing the outside pair of pages, the first and last pages of each section.

Section Inners

Print the custom mark on all blocks that are section inners i.e. all blocks not containing the outside pair of pages, the first and last pages of each section.

Selected Blocks

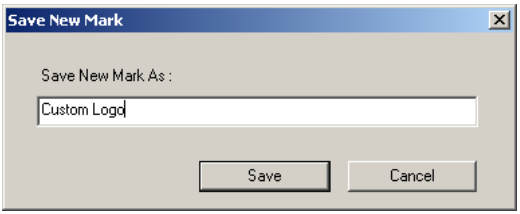
Print the custom mark only on the specified blocks.



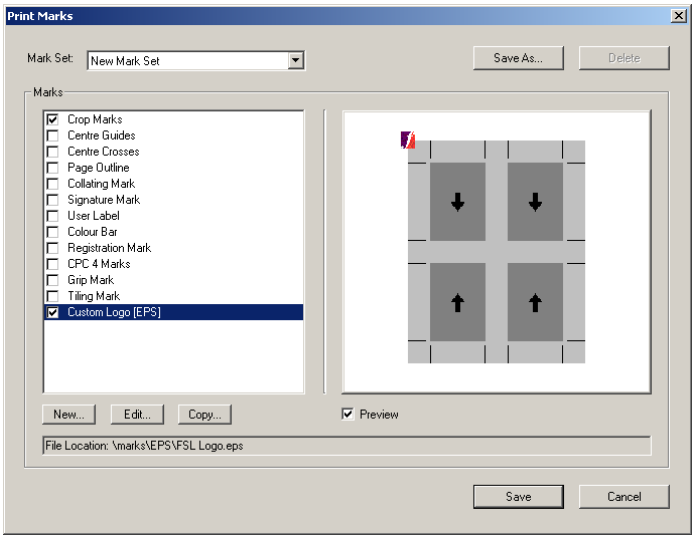
You can use any punctuation character as a delimiter.

Saving Custom Marks

Click **Save** to save the custom mark. If it is a new mark you will be prompted to enter a name for the mark.



Once saved the new custom mark will appear in the **Print Marks** dialog as a checkbox in the list:



To use this custom mark simply check it on. It will then appear in the display at the position selected.

Preview

If this is checked, then a preview image of each custom mark will be displayed (if available) If this is not checked, then any custom marks will be displayed using a generic image. This can be useful if custom marks based on complex files take a long time to render.

Disabled Custom Marks

If Imposition Publisher cannot locate the file associated with the custom mark, then the mark name appears in red. To enable it, either:

- Click the check box to search for the file.
- Double-click the custom mark to search for the file and edit the custom mark.

Points to remember

- To save a custom mark, you must select an EPS or PDF file.
- For each custom mark be aware of:
  i. Which position has been selected
  ii. What offsets are set
  iii. Which hot spot has been selected. This could dramatically change the position of the custom mark on the block.
  iv. The orientation of the custom mark
  v. The scaling of the custom mark.

Print Marks Shortcuts

This is a summary of the Print Mark options.

Print Marks… (Ctrl M)

Use this to open the Print Marks dialog.

New Mark… (Alt N)

Click ***New Mark…*** to create a new print mark.

Edit Mark…

Click ***Edit…*** to edit the selected mark.

Copy (Alt C)

Click ***Copy…*** to copy the selected mark.

Remove (Delete key)

Remove the selected mark from the list.

DEVICE SETUP

This section is about setting up printer device settings for trouble free printing. The default settings should work just fine once you have specified the dimensions of your output sheet. There is support within Imposition Publisher for aligning the output onto the sheet exactly as required, even when using punch control systems.

This section is divided into the following parts:

- **Creating, Saving and Deleting Print Devices**
- **Printing to Imagesetters**
- **The Page Setup Dialog**

Creating, Saving and Deleting Print Devices

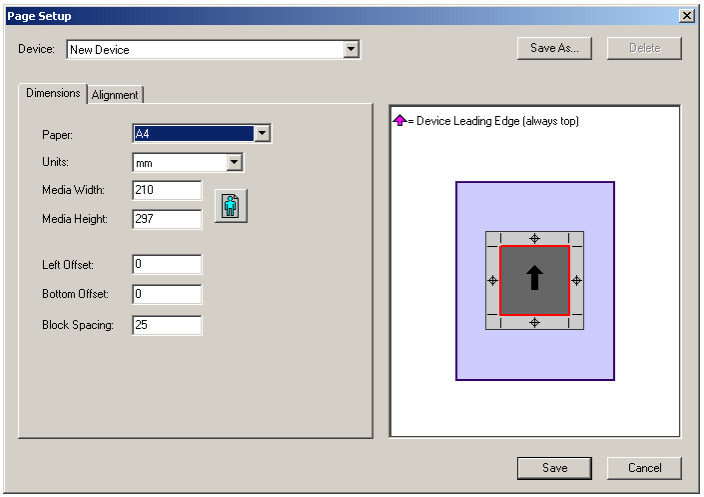
A print device file contains information about your output device settings and job alignment. Print devices can be created for any output devices and for any jobs requiring specific alignment or orientation settings.

Imposition Publisher displays previously saved devices in a popup menu in the Print dialog. The device settings can easily be changed up to the moment of printing. When you click ***Save As...*** in the Device Setup dialog and enter a new name, a new print device file is created. You can have any number of devices according to your own needs.

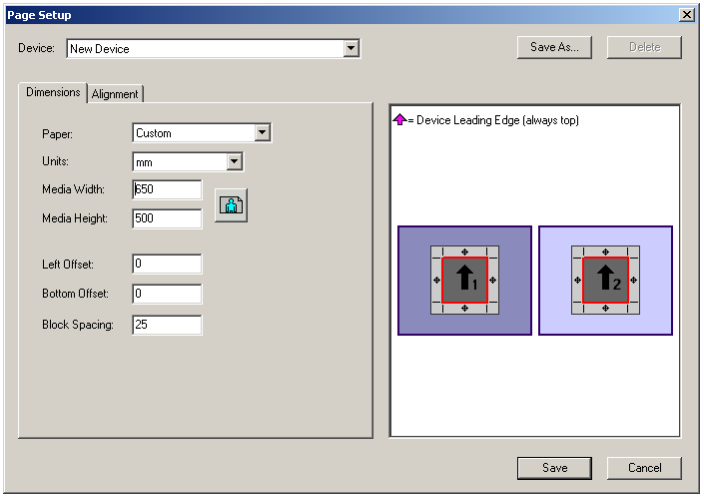
Device files are stored in the **Devices** folder inside the Imposition Publisher installation folder. If no device files are found, a default device is created from information in the Preferences file.

Creating a Print Devices

1. Select ***Page Setup...*** from the **File** menu. The **Page Setup** dialog appears:

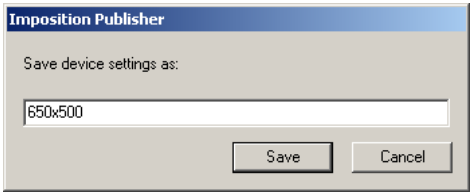


2. Enter the desired values for the new device. See **The Device Setup Dialog** below for more details.



3. Click ***Save As...*** to save these values and create a new print device:

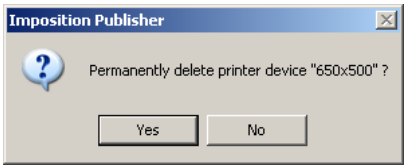
4. Type in the new name and click ***Save***:



The new device should now appear in the ***Device*** popup as the current device

Deleting Print Devices

1. Select ***Page Setup...*** from the **File** menu.
2. Select the device in the ***Device*** popup.
3. Click ***Delete***
4. Confirm deletion of the device by clicking ***Yes***.



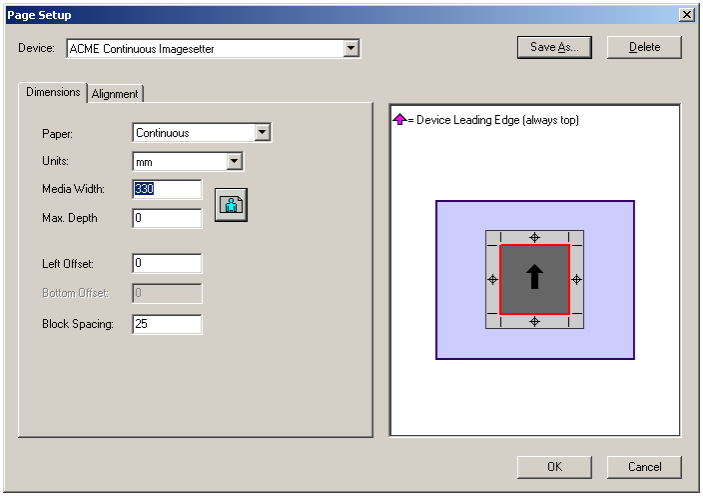
Warning If there is only one device it cannot be deleted.

Note

As print devices are files in the **Devices** folder it is also possible to copy and delete them using the Windows Explorer.

Printing to Imagesetters

Continuous Output Devices



A ***Continuous*** output device is any roll-fed device that allows different sheet depths. Imposition Publisher will automatically calculate the depth needed for that job and sets up the imagesetter accordingly. In this mode whole blocks, or tiled sections, will be printed in one go.

There is a ***Max. Depth*** value which, if not set to zero, will be used as the maximum depth of a continuous device. If a block or flat exceeds this depth then Imposition Publisher will tile the output. If this is set to zero, entire blocks are printed in one go.

Important Points to Remember

1. When printing to a continuous machine, the width should be set to the image width, which is not necessarily the width of the material.

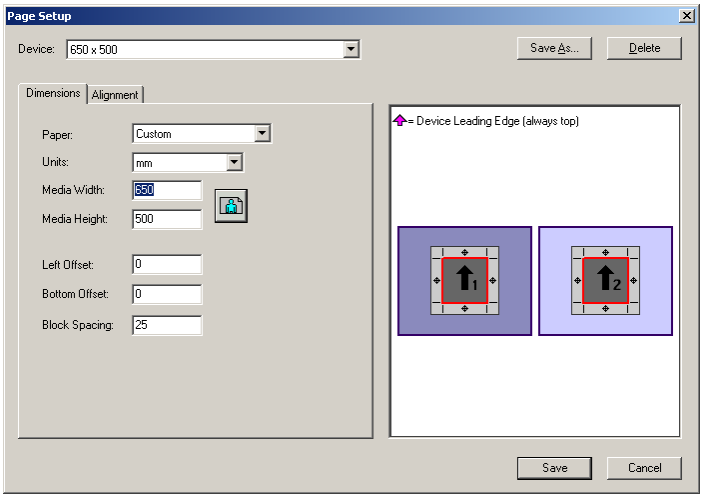
   For example, an imagesetter running 12" (304.8 mm) material, the image width is typically 303 or 304.8 mm. A *rangecheck* error from your RIP is an indication that the value for Media Width is set too large in the **Device Setup** dialog.

2. When printing with crop marks, Media Saving works out the most efficient way to print the pages, given the crop mark length in the current print mark set and the **Edge Trim** values in the **Trims & Bleeds** panel of the **Print Options** dialog.

   For example, if the material width is 304.8 mm, the page size is A4 (210 mm x 297 mm), the **Mark Length** is set to 2 mm, and crop marks are required, Media Saving will print the pages sideways with 2 mm crop marks spaced 1.9 mm away from the edges of the page. For smaller page sizes or wider material this routine will print several pages across.

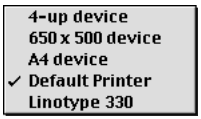
The Page Setup Dialog

Selecting ***Page Setup...*** from the **File** menu brings up the **Page Setup** dialog:



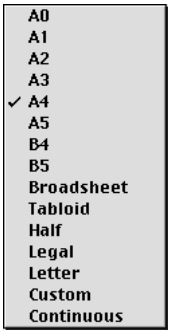
Device

This popup allows you to select the device that you wish to edit or print to.



Paper

This popup allows you to select the device dimensions.



Units

This popup allows you to select which units to display for the device dimensions and offsets.

Media Width

This is the printable width of the media (film, plate or paper), which may not be the same as the physical width.

See **Printing to Imagesetters** for details on setting up continuous devices.

Media Height/Max. Depth

Media Height

This is the printable height of the media. This is available unless the ***Paper*** is set to ***Continuous***.

Max. Depth

For ***Continuous*** devices this value will be used as the maximum depth. If a block or flat exceeds this depth Imposition Publisher will tile the output. If the value is set to zero, then whole blocks are printed in one go.

Printer Offsets

When printing in duplex mode on a laser printer or proofer, frequently, the pages print slightly off in alignment, front and

back. The **printer's image area** can be moved using these offsets. The offsets are measured from the bottom left corner.

For example, if printing an A5 booklet on an A4 or US Letter size printer, you can use these offsets to ensure that the pages print centrally. This means that the pages line up exactly on the front and back when printing in duplex mode.

Left Offset

This will move the image area right on the paper by the specified distance. To move it left a negative value can be entered.

Bottom Offset

This will move the image area up by the specified distance. To move it down, enter a negative value. Not applicable to continuous devices.

Block Spacing

The space to be left between blocks, when it is possible to place multiple blocks on an output sheet.

For example, if it is possible to fit several blocks onto one sheet, then enough space needs to be left between the blocks so that the print marks do not overlap.

Save

Save the current settings to the currently selected print device.

Save As

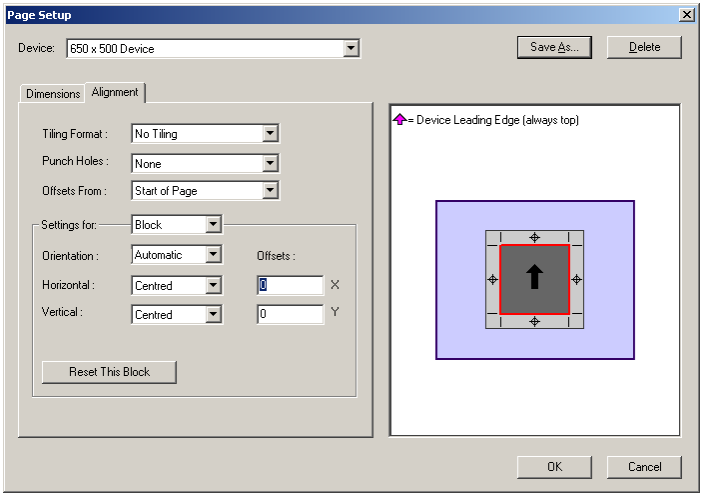
Save the current settings to a new device.

Delete

Delete the currently selected print device.

Alignment

The second part of the Device Setup dialog allows you to specify exactly how the output should be positioned on the device area. Click the ***Alignment*** tab to access the Alignment pane:



This part of the dialog allows you to accurately place impositions on the device area.

To switch back to the main Device Setup dialog click the ***Dimensions*** tab.

Tiling Format

There are several choices available from the **Tiling Format** popup:



No Tiling

Print whole blocks only, i.e. no tiling will occur. The display shows a single block and its position on the output sheet. Offsets and orientation settings will apply to all blocks printed using this setting.

Automatic Tiling

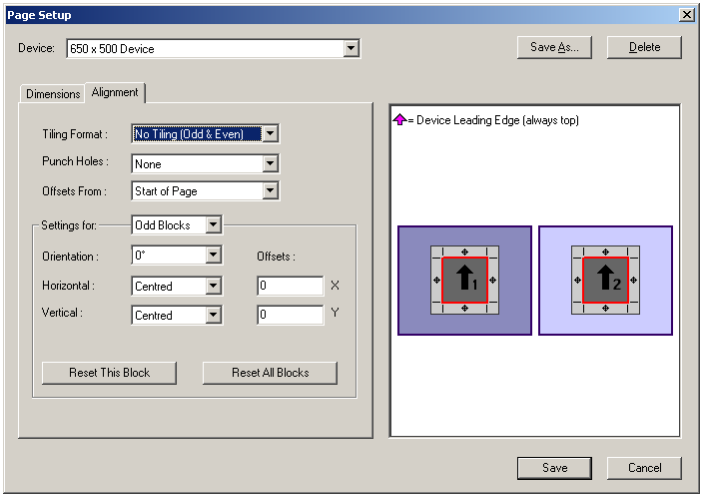
Automatically tile the output. The display still shows a single block - it is not yet known whether tiling is necessary or in which orientation the blocks or tile pieces will print. However, Imposition Publisher will automatically calculate the best tiling

pattern - so as to produce the fewest tile pieces, taking up the least amount of film. This is the default setting which is adequate for most situations. Offsets and orientation settings will apply to all blocks printed using this setting.

No Tiling (Odd & Even)

You can specify alignment and orientation values for all the odd numbered blocks and different values for all the even numbered blocks.

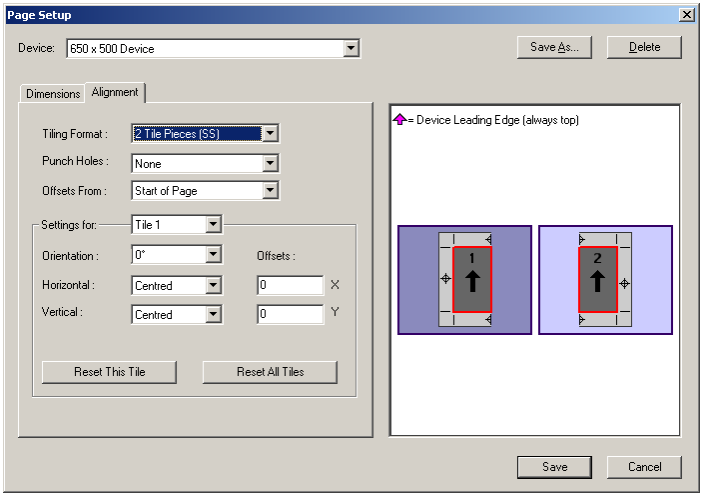
Offsets and orientation settings apply to the blocks indicated in **Settings for** panel. The diagram below shows settings for the odd numbered blocks. To specify settings for even numbered blocks, select ***Even Blocks*** from the Settings for: popup.



2 Tile Pieces (SS)

Print each block in 2 equal tile pieces side by side, i.e. the block is split vertically. The display on the right will show the 2 tile pieces and their positions.

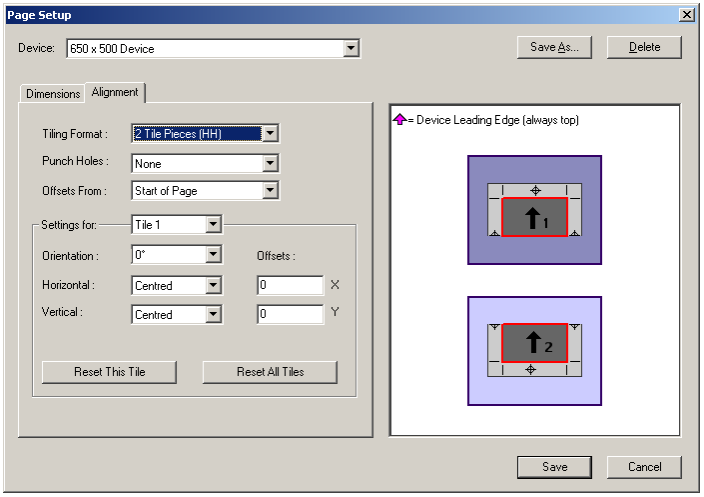
Offsets and orientation settings apply to the tile pieces indicated in the title of the **Position for:** panel. The diagram below shows settings for the Tile piece 1. To specify settings for Tile 2, select ***Tile 2*** in the **Position for:** popup.



2 Tile Pieces (HH)

Print each block in 2 equal tile pieces, with the block split horizontally. The display on the right will show the 2 tile pieces and their positions.

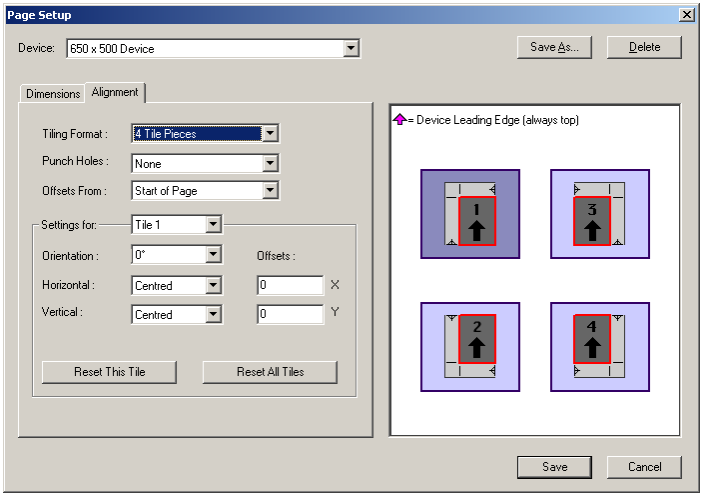
Offsets and orientation settings apply to the tile pieces indicated in the title of the **Position for** panel. The diagram below shows settings for the Tile piece 1. To specify settings for Tile 2, select ***Tile 2*** in the **Position for:** popup.



4 Tile Pieces

Print each block in 4 equal tile pieces. The display on the right will show the 4 tile pieces and their positions.

Offsets and orientation settings apply to the tile pieces indicated in the title of the **Position for** box. The diagram below shows settings for the Tile piece 1. To specify settings for any other tile, click the image of that tile. The box title will change to the appropriate tile.

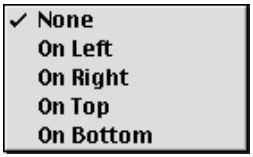


Punch Control

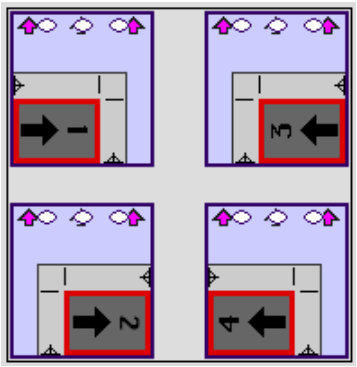
Imposition Publisher has been designed to work with any punch control system.

Punch Holes

Choices for the position of punch holes:



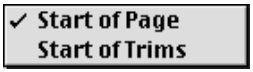
For example, if you have a job that will tile into 4 tile pieces and you select punch holes **On Top**, the individual tile pieces will be positioned as shown:



Offsets From

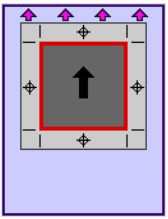
You can allow Imposition Publisher to position your output automatically to make the most use of your output device. If possible, multiple blocks will be placed on each sheet.

Precise control is available by specifying offsets from the edge of your device's imaging area to either the edge of finished page or to outside edge of the block. You should also set the horizontal or vertical alignment to align the block to the desired edge.



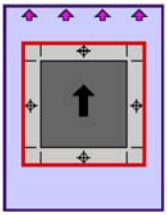
Start of Page

Any offsets are measured from the device edge to the edge of the pages in the block. This is represented in the display by the **thick red line** inside the trim area.



Start of Trims

Any offsets are measured from the device edge to the outside edge of the crop marks. This is represented in the display by the **thick red line** around the entire block.



Offsets

The settings in the Offsets box control the orientation and position of the block or individual tile pieces. This works in conjunction with the setting of the *Tiling Format* popup.

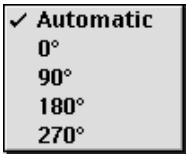
If **No Tiling** or **Automatic** is selected in the Tiling Format popup, then the orientation and offset settings apply to all blocks or tile pieces.

If **Odd & Even Blocks** is selected in the Format popup, then the settings apply to either all the odd numbered blocks or the even numbered blocks, depending on the currently selected block. To select the other block click its image on the preview display.

If **2 or 4 Tile Pieces** are selected in the Format popup, then the settings apply only to the currently selected tile piece. To select other tile pieces click their image on the preview display.

Orientation

Sets the orientation of the block or tile piece:



Important: If you require the output to have a specific orientation, for example for Direct to Plate work or for a Punch

system, you should set the orientation manually and not use the Automatic setting.

The orientation of a block or individual tile piece can also be changed, in 90° increments, by clicking on the block or tile piece in the Alignment preview.

Horizontal

Sets the horizontal alignment for the block or tile piece. You can set an edge, **Left** or **Right**, or **Centred,** to align to and to measure offsets from:



Positive offsets will shift the block or tile piece to the right and negative offsets will shift it to the left.

Vertical

Sets the vertical alignment for the block or tile piece. You can set an edge, **Top** or **Bottom**, or **Centred,** to align to and to measure offsets from:



Positive offsets will shift the block or tile piece upwards and negative offsets will shift it downwards.

Note: Vertical alignment is not available if using a continuous device.

Reset This Block

Will reset the orientation and alignment options for the selected block to their default values.

Reset All Blocks

Will reset the orientation and alignment options for all blocks to their default values.

Reset This Tile

Will reset the orientation and alignment options for the currently selected tile piece to their default values.

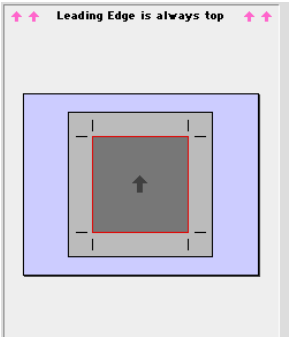
Reset All Tiles

Will reset the orientation and alignment options for all tile pieces to their default values.

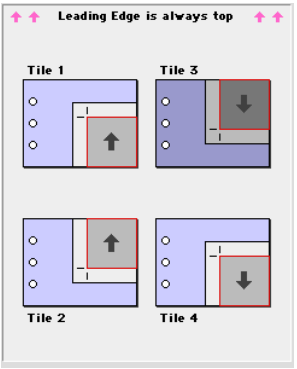
The Alignment Preview

The display on the right is a representation of the output device and the block or tile pieces.

For example, in normal use:



Or when 4 tile pieces and punch control is selected:



- The device is the background (blue) frame. The block or tile pieces are clearly labelled.

- The device and the block or tile pieces are **NOT drawn to scale.**
- The **alignment offsets are drawn to scale relative to the device size**.
- The **Device Leading Edge** arrows (pink) indicate the direction of movement of film through the device and hence which edge of the block will appear first from the machine.
- The **thick red line** indicates where the offsets are measured to, from the edge of the device.
- The orientation of the block or tile piece can be changed in 90° intervals by clicking on the image of the block or tile piece.
- To **switch between different tile pieces** just click the relevant one. The first click will switch to that tile piece and subsequent clicks will change the orientation as described above.

PRINTING AND PREVIEWING

Imposition Publisher has a powerful and flexible Print dialog. All the options that you need are accessible from the Print dialog. You can change the device setup or change print marks simply by selecting from a popup list.

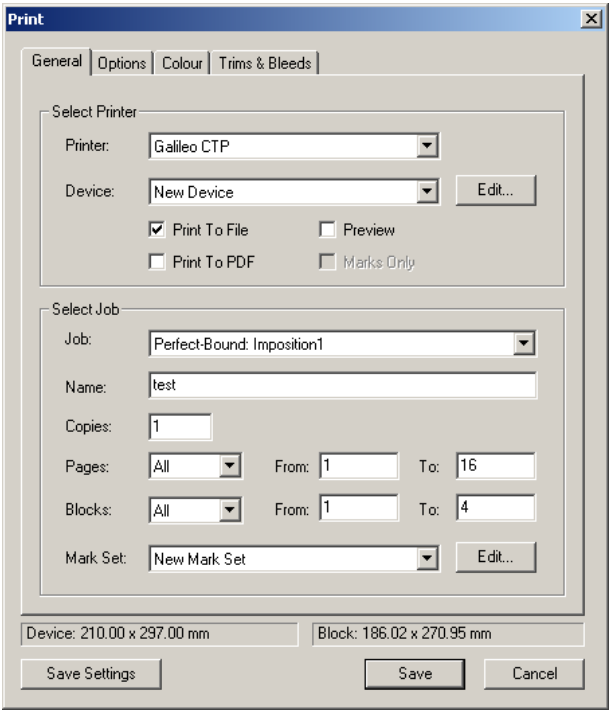
This section is divided into the following parts:

- **The Print Dialog**
- **The Options Dialog**
- **The Progress Monitor**
- **Previewing**
- **Media Saving**
- **Facing Pages Printing**

Note:

- Most the options in printing are saved on a per-session basis i.e. they are reset each time you start Imposition Publisher.
- ***Copies, Pages To*** & ***From*** and ***Blocks To*** & ***From*** are reset for each job.

The Print Dialog

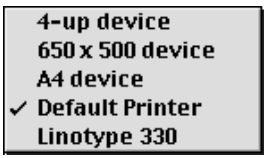


Printer

This popup allows you to select a printer from the list of Windows printers available to your computer. When you click Print, the imposed file will be sent to the selected printer.

Device

This popup is used to choose device settings. All items that appear in the list are the saved settings stored in the *Devices* folder.



If settings need changing click the ***Edit...*** button:

Edit… (Device)

Allows you to edit an existing print device. See the section **Device Setup & Alignment** on how to create & edit device settings.

Print To FIle

This checkbox allows you to print the imposed job into a file, rather than directly to a printer. When this is checked, the Print button changes to Save. After clicking Save, you will be prompted to select a location to save the file and enter a file name. Any text entered in the Name field will be suggested as the file name.

Preview

Allows you to preview a job on screen before sending it to the printer. For PostScript jobs you need Adobe Acrobat Distiller installed. For PDF jobs you just need a PDF viewing program, like Adobe Reader.

Marks Only allows you to preview the layout of a job. In this case all selected marks appear. But the page contents are replaced by placeholders showing the file name, the page number and the separation colour name.

Print To PDF

Imposition Publisher will create a PDF file as its output. **NB** For PostScript jobs this requires Acrobat Distiller.

Job Type

This popup shows the type of print job and the template in use. The popup can be used to switch between any open imposition and flatwork template or between Media Saving, Step & Repeat and Facing Pages job types.



Name

The text entered in this field is used as the Job Name in the imposed file. The job name may appear on certain Rips or printer

management systems. The job name is also used as the file name for the imposed file, making it easy to keep track of different jobs.

Copies

This is used to select how many copies of each block to print. The default is **1.** The maximum is **1000**.

Saddle Section Size

This is available for **Saddle Stitched Imposition** only, and refers to the number of pages per section. For example, for a standard saddle stitch with 32 page sections, you would enter 32 for the *Section Size*. Then page 1 prints with page 32, page 2 prints with page 31 and so on.

Pages

This is used to select which pages to print. The default is **All** pages. Use ***To*** and ***From*** fields to select a **Range** of pages:



From

Select the first page to print. The default is **1**. If this value is zero or empty, Imposition Publisher will use the default value.

To

Select the last page to print. The default is the number of pages in the File List. If this value is zero or empty, Imposition Publisher will use the default value.

Blocks

This is used to select which blocks of an imposition to print. The default is **All** blocks. Other choices are:



Use **Range** and the ***To*** and ***From*** fields to select a range of blocks.

Select **Even** or **Odd** and the ***To*** and ***From*** fields to print only the even or odd blocks within the given range.

From

Select the first block to print. The default is **1**. If this value is zero or empty, Imposition Publisher will use the default value.

To

Select the last block to print. The default is all the blocks in the job. If this value is zero or empty then Imposition Publisher will use the default value.

Mark Set

This popup is used to choose the print mark set to use. All the mark sets are stored in the *Marks* folder.



Edit… (Mark Set)

This button is used to edit print marks settings. See the section **Print Marks** on how to create and edit print mark sets.

There are different options that apply to the current print job. These are accessed on the other tabs of the Print dialog.

Save Settings

This button is used to save the Print dialog settings to the preferences as the default values.

Cancel

Cancels the Print Dialog without printing.

Print/Save (return key)

Click to print the job to a printer or to save the job to a file. Imposition Publisher sends the job to the device shown in the ***Printer:*** popup menu.

If the ***Print To File*** checkbox is on, the Print button will change to ***Save***. You will be asked to name the output file. Any text entered in the **Name** field is used as the file name.

Print Dialog Information Boxes

Device Size

This comment box on the left displays the dimensions of the printing device you are outputting to. It provides a useful check that your device is setup correctly.

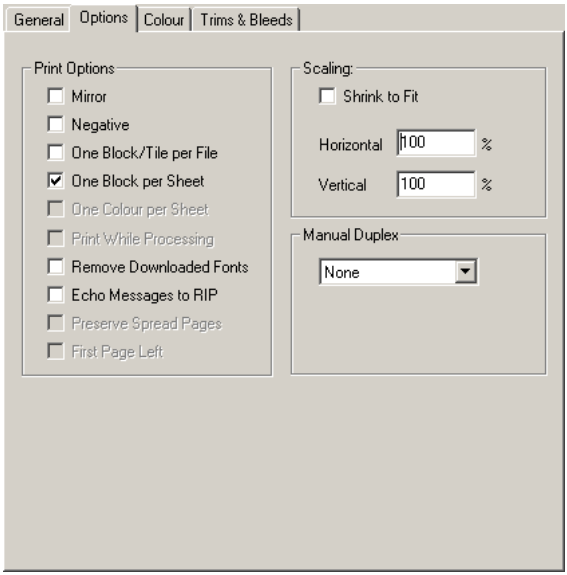
Block Size

This comment box on the right displays the width and depth of the block, including the crop and other print marks if selected.

Print Options

The **Print** dialog has three additional panes, identified by the **Options**, **Colour** and **Trims & Bleeds** tabs.

Options Tab



The **Options** tab contains a number of general printing options.

Mirror Printing

Turn this on to print the output mirrored.

Negative Printing

Check this on to print the output negative or inverted.

One Block/Tile per File

This option prints each block or tile piece as a separate file. For multiple RIP systems, this can reduces the time it takes to image a file.

The following convention is used for naming the output files:

For **Blocks**: file.X for block X.

For **Tiles**: file.X-Y for block X and tile piece Y.

One Block per Sheet

If this is on, Imposition Publisher will only fit one block onto a sheet at a time, i.e. the automatic placement of several blocks onto one sheet is disabled. This is switched on automatically if printing **Duplex**.

One Colour per Sheet

Enabled only for Media Saving print jobs. If this is on, Imposition Publisher will always start a new sheet when it finishes processing all the pages of a single separation.

Print While Processing

Applies to *One Block/Tile per File* jobs only. If *Print While Processing* is on, Imposition Publisher prints each file as soon as they are ready. When One Sheet per File is enabled and *Print While Processing* is off, Imposition Publisher will impose the entire job before releasing it to the printer.

Remove Downloaded Fonts

This option removes the file's fonts when printing. This is useful for printing to low memory devices, such as old imagesetters, where fonts are stored on the RIP, as it can reduce the time taken to image a file.

Echo Messages to RIP

This option enables PostScript job messages that may be visible on your Rip's console screen.

Preserve Spread Pages

Enabled only for Media Saving print jobs. This outputs double page spreads as 1 large page, rather than split them into 2 individual pages.

Scaling

This is used to scale output in size. The scaling may be different in each direction.

Shrink to Fit

If this is checked, then Imposition Publisher will scale down the output automatically so as to fit on the selected print device. If this is on, the Horizontal and Vertical scaling options are disabled.

Horizontal

Enter the horizontal scaling between 1 and 1000%.

Vertical

Enter the vertical scaling between 1 and 1000%.

Manual Duplex

The Manual Duplex setting can be used on digital printers that are only capable of printing one side at a time. It specifies the orientation of the paper, so that when passed through the printer again the backs match the fronts. If this is set, Imposition Publisher will re-order the pages so that they output in the right order. Printing will pause after the first side and you will be prompted to re-insert the pages.

This is only available to **Fixed Page Size** devices when the material can be fed back in, for example, a laser printer.

There are for types of duplex printing available:

Type 1



Type 2



Type 3

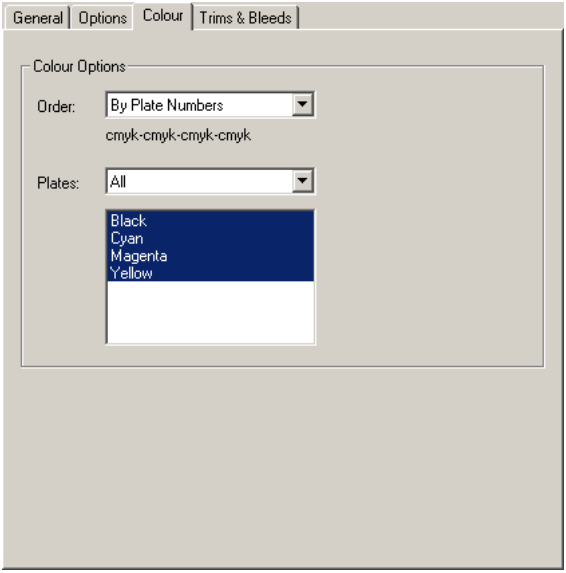


Type 4



Colour Tab

The **Colour** tab is used to specify which colour separations to print and in what order.



Order

Choose in which order to print the colour plates. There are two choices:

By Plate Numbers: Prints all colours for a particular plate number together. i.e. all colours for plate 1 will print first then all colours for plate 2 and so on.

By Plate Colours: Prints all plates for a particular plate colour together. i.e. all plates for the first colour will print first then all plates for the next colour and so on.

Plates

Select any combination of colours to print. If the File List contains composite colour files, i.e. not colour-separated, this popup will be set to ***Ignore***.

All will print all the separations in the list. All colours in the list are selected.

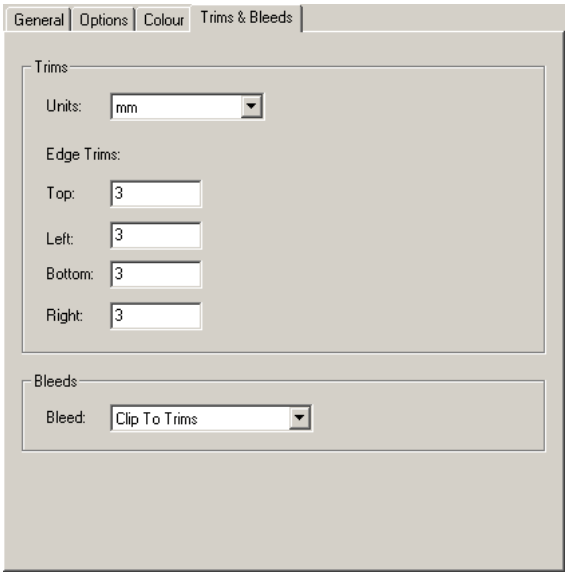
Ignore will treat all pages as if there is no colour information. Composite versions of the standard print marks will be used.

Selected indicates that only some of the colour separations are selected to print. Initially just the first colour is selected. It is then up to you to select any other colours.

The list contains all the colour separations found in the job. Print any combination of colours by clicking on and off the relevant colours in the list.

Trims & Bleeds Tab

This tab is used to set up the trim values for Facing Pages, Step & Repeat and Media Saving printing. The trim values here can also be used to temporarily override the trims contained in a saved imposition.



Bleed

This popup controls the amount of bleed allowed. I.e. The distance that page information is allowed to extend beyond the trim page boundaries. There are three choices:

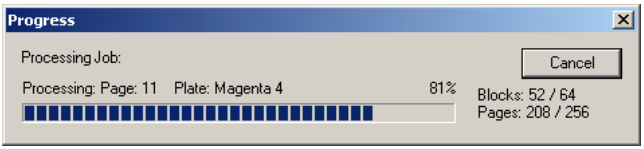
Clip To Trims Information is allowed to bleed up to the start of the crop marks. This is the default setting.

Clip To Page No information is allowed to bleed outside the page.

Leave As Original Preserves the DTP application's bleed value.

The Progress Monitor

Every time you process download files, a progress monitor will appear to let you know how far you are through the task:



The monitor shows:

- What stage is being processed, whether it is headers, fonts, pages or printing.
- A percentage (%) complete bar to indicate how far there is to go.
- Whilst processing pages, there is a total for the pages processed and the blocks processed along with the current page being processed and which colour plate it belongs to.
- If an error occurs processing or printing will be aborted and an error message will appear on screen.
- If for any reason you need to keep these error messages, an error log file is automatically created in the Imposition Publisher installation folder.

To abort the job click **Cancel.**

Previewing

This allows you to preview the output on screen before sending it to the actual output device.

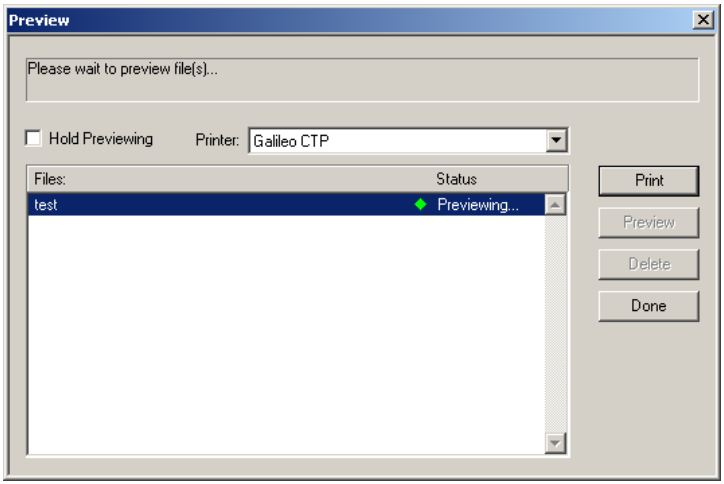
Requirements

- For PostScript jobs, **Adobe Acrobat Distiller**.
- **Adobe Acrobat** or **Adobe Reader**.

Note: In the Acrobat General Preferences switch off **Display Open Dialog at Start-up**.

How It Works

Imposition Publisher will process the files in the File List: Once a temporary file is created the **Preview** dialog is displayed.



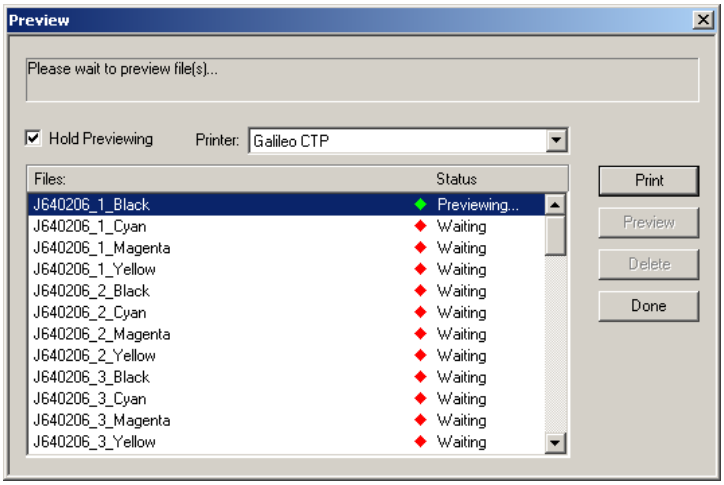
This shows the status of any files being previewed.

If it is a PostScript job, the file is sent to Acrobat Distiller to convert into PDF. Once the PDF is created the Status line on the Preview window will change to ***Done***.

The PDF file is automatically displayed in Acrobat **(**or Adobe Reader).

When you have finished viewing the preview image, return to Imposition Publisher by clicking on the **Preview** dialog. You can then print or delete the imposed file or preview the PDF file again using the buttons on the right of this dialog.

If *One Block/Tile Per File* is on in the **Print Options** tab of the **Print** dialog, there will be multiple output files. You can see the status of these files as the job progresses. The status conditions are ***Waiting***, ***Previewing*** or ***Done***.



The first 3 buttons along the right side of the dialog act on the currently selected files in the list. Shift-click or control-click to select multiple files.

Print

Click this to print the selected files to the currently selected device.

Preview

Click this to preview the PDF files in Adobe Acrobat.

Delete

Click this to delete the selected files.

Done

Click this to close the Preview window. This action cancels any files currently being processed by Acrobat Distiller.

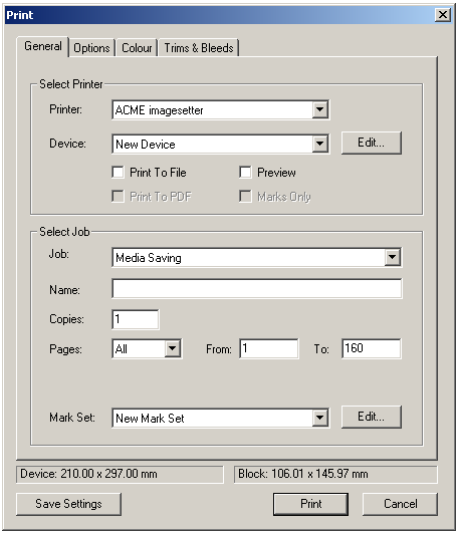
Media Saving

Media Saving reduces the amount of film used when printing to an imagesetter. For instance, when printing A4 pages on a typical 12 inch width imagesetter, the pages are normally output in a portrait orientation. Imposition Publisher will automatically print these pages with crop marks in a landscape orientation, resulting typically in a 35% saving in film. When it can fit several pages across the media, the savings are even greater. Another use for Media Saving is to print A3 pages with crop marks on 12 inch material, without having to spend hours creating these crop marks manually, as the crop marks produced by most DTP packages will not fit on 12 inch material.

Media Saving also has the capability of optimising different sized pages.

To use Media Saving

1. Create a File List of the files you want to optimise.
2. Select ***Print...*** from the **File** menu.
3. Select ***Media Saving...*** from the **Job Type** popup.



4. Select the appropriate settings as for any other type of printing.

5. Enter any trims required on the **Trims & Bleeds** tab.

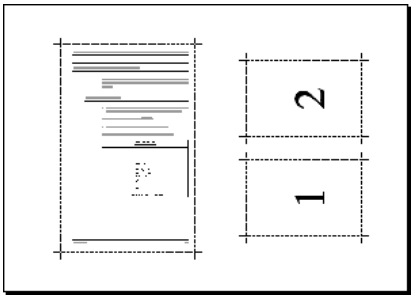
6. Click ***Print***.

When printing with crop marks, Imposition Publisher works out the optimum way to print the pages - given the current settings for *Crop Mark Length*, *Block Spacing* and *Edge Trims*.

For example, for a device width of 306 mm and a page size of A4 (210 mm x 297 mm), Block Spacing is set to 0 mm in Device Setup dialog, Edge Trims are set to 1.9 mm in the Trims & Bleeds dialog, crop marks are set to *Calculate Automatically* in the Print Marks, Edit Crop Marks dialog and the Crop Mark Length is set to 2 mm in the Preferences dialog. **Media Saving** will print the pages sideways with 2 mm crop marks spaced 1.9 mm away from the edges of the page.

For smaller page sizes or wider material Media Saving may print several pages across the media.

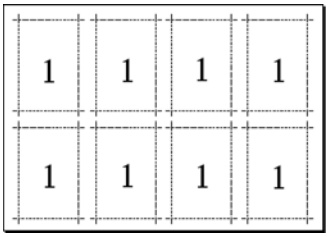
If optimising different sized pages, they may be printed at different orientations to make full use of your device.

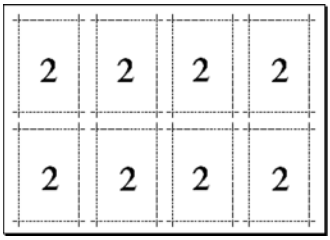


Note: You may also want to reduce the *Block Spacing* value in the Device Setup dialog, to leave less space between adjacent pages.

Step & Repeat

Step & Repeat allows you to print pages in a similar way to Media Saving but Imposition Publisher will fill up each output sheet with a repeat of each page in the File List.





To Use Step & Repeat

1. Create a File List of the files you want to Step & Repeat.
2. Select ***Print...*** from the **File** menu.
3. Select ***Step & Repeat...*** from the **Job Type** popup.
4. Select the appropriate settings as for any other type of printing. ***Copies:*** controls the number of times each page is repeated.
5. Enter any trims required in the **Trims & Bleeds** tab.
6. Select ***Print***.

Crop Mark and Trim settings works the same as for Media Saving.

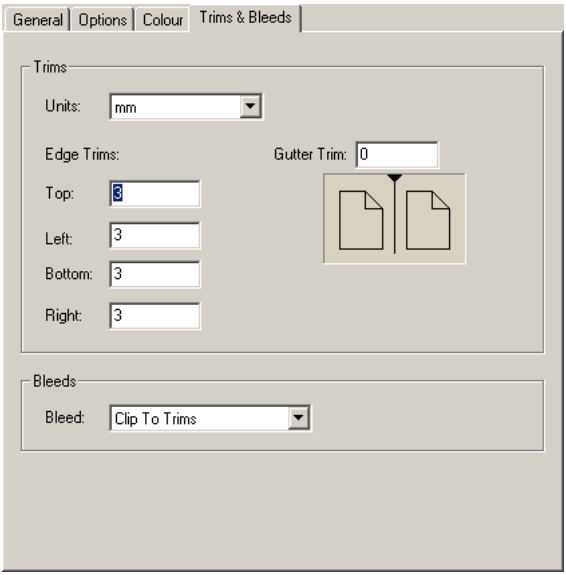
Facing Pages

Facing Pages allows you to print pages as facing pages, also referred to as *Readers spreads*. Although this can be done by some desktop publishing packages, using Imposition Publisher gives you more control over the crop marks and the amount of trim (space) between the pages. If you want to print pairs of pages together as they would appear in a magazine, for example, page 16 with page 1, page 2 with page 15, and so on, then you should use a simple 2-up **saddle stitched imposition**.

Important: Normally, when producing the PDF or PostScript file, do not print the pages as spreads. Let Imposition Publisher do all the work. If you need to print pages as spreads from your DTP package, then follow the instructions in **Creating Files**.

To use Facing Pages

1. Create a **File List** of the files you want to print.
2. Select ***Print...*** from the **File** menu.
3. Select ***Facing Pages Printing*** from the **Job Type** popup.
4. Select the appropriate settings as for any other type of printing.
5. Enter any trims in the **Trims & Bleeds** tab. With Facing Pages Printing selected as the Job Type, the Trims & Bleeds tab allows you to specify a ***Gutter Trim*** value.



6. Click ***Print***.

Facing Pages will print the pages with crop marks, only if crop marks are selected in the current Mark Set. The crop mark length is determined by the settings in the current mark set.

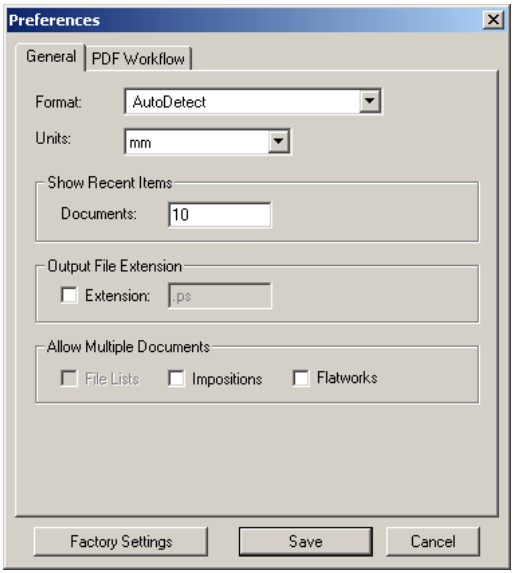
PREFERENCES

The Preferences Dialog

The **Preferences** dialog is used to specify defaults settings. The preferences are saved permanently, so they remain in effect the next time the program starts.

General Preferences

To display the General preferences tab, select ***Preferences...*** from the **Edit** menu, then click the ***General*** tab.

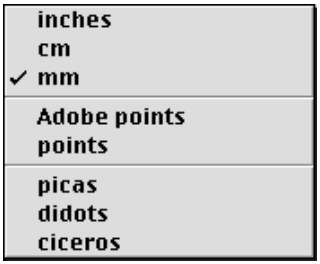


Format

This is used to specify the default setting for the Format popup that will appear in the New File List window.

Units

This is used to specify the default units used throughout the program. The following choices are available:



Show Recent Items

Specifies how many recently opened documents are remembered by Imposition Publisher.

Allow Multiple Documents

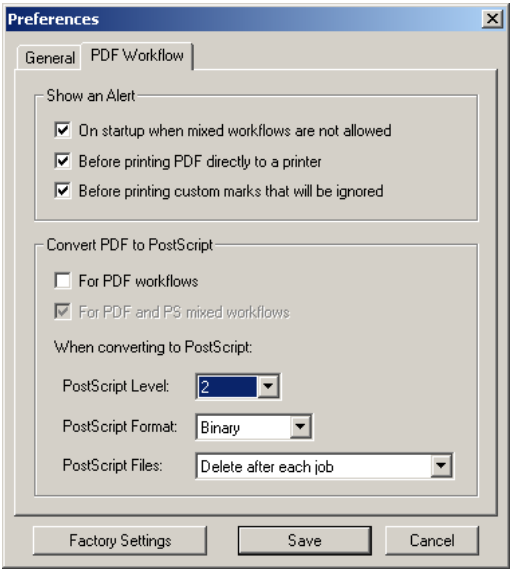
Specifies whether or not more than one Imposition and Flatwork document can be opened at one time.

Factory Settings

Restores the default values to those at installation.

PDF Workflow Preferences

Selecting the *PDF Workflow* tab in the **Preferences** dialog displays alerts settings and settings used when mixing PDF and PostScript files:



The default settings should meet most needs.

PostScript Level

If your final output device is a Level 1 PostScript device then set the **PostScript Level** popup to 1.

Output Format

Determines the internal format of the PDF file created. Choose between **Binary** and **ASCII** format.

For Temporary Files

You can decide whether you wish to keep any temporary files that Imposition Publisher creates. In processing PDF files, temporary PostScript files are created in the ipscratch folder.

Keep

None of the temporary files are deleted.

Delete after each job

Temporary files are deleted after each print job.

Delete after each session

Temporary files are not deleted until you quit Imposition Publisher.

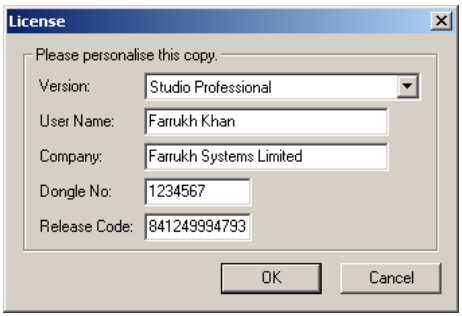
Factory Settings

Restores the default values to those at installation.

LICENSE DIALOG

Use this dialog to re-enter your Dongle Number or Release Code if you upgrade your copy of Imposition Publisher.

At the first launch the License dialog appears automatically. Otherwise it is accessed by selecting ***License…*** in the **Edit** menu:



Version

This allows you to switch versions of Imposition Publisher. The version that you have purchased should be shown on the flysheet that comes with Imposition Publisher.



Studio Professional

This is the full version of the software and comes with all available drivers.

Personal Professional

This is the same as the Studio version but comes with a restricted selection of drivers: **QuarkXPress (Win), InDesign, PageMaker, Corel, Example** and **PrePrint**.

Saver Professional

This is a limited functionality version which is restricted to Media Saving only.

Demo Version

This is a demonstration version that has restricted functionality. You are not allowed to save any files and all output has the text **Imposition Publisher Demo** is written across the output.

30 Day Evaluation

This is a time limited evaluation version that has the same capabilities as the Studio Professional version, but will only work for 30 days after its first use.

Windows Client

This is the client part of the Imposition Publisher Client Server version. The client offers the familiar user interface on your workstation but the processing of the output files takes place on the server machine.

Digital Version

This is a full version of the software but has no Flatwork feature and only allows output up to 18″x13″.

User Name

Enter your name here.

Company

Enter your company here.

Dongle Number

Enter your dongle number here. The dongle number is the 7 digit (USB) or 12 digit (parallel port) code on the dongle itself. For new copies or upgrades of Imposition Publisher there should be an accompanying sheet of paper with this number on it.

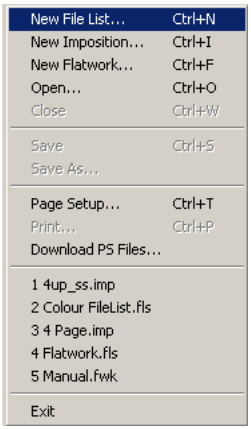
Release Code

Enter your release code here. The release code is a 12-digit number supplied with the software. It is unique to you and no one else can use it. For new copies or upgrades of Imposition Publisher there should be an accompanying sheet of paper with this number on it.

A TOUR OF THE MENUS AND SHORTCUT KEYS

This section displays all Imposition Publisher menu commands and their associated shortcut keys. For more information, refer to the relevant section in the User Guide. The shortcut key combinations are displayed on the drop down menus. Anywhere there is an item with an underlined character, press the Alt key and the letter, to execute the menu command or button click.

The File Menu



New File List… (Ctrl N)

Creates a new untitled File List document and opens the File List window.

New Imposition… (Ctrl I)

Creates a new untitled Imposition document and opens the Imposition Setup dialog.

New Flatwork… (Ctrl F)

Creates a new untitled Flatwork document and opens the Flatwork window.

Open… (Ctrl O)

Opens previously saved File List, Imposition and Flatwork documents.

Close (Ctrl W)

Closes the active window. You can also close a window by clicking the close box on the right hand side of the window title bar.

Save (Ctrl S)

Saves any changes to the active window. If the File List, Imposition or Flatwork has not been saved before, you will be prompted to supply a file name and location.

Save As… (No Shortcut Key)

Saves the active document into a new file.

Page Setup… (Ctrl T)

Opens the Page Setup dialog, which lets you specify the printer device size and offsets and enter alignment settings.

Print… (Ctrl P)

Opens the Print dialog. Only available if a File List is open.

Download To Printer… (No Shortcut Key)

Allows you to download a file to your RIP/output device. This can be a file created with Imposition Publisher or from another source.

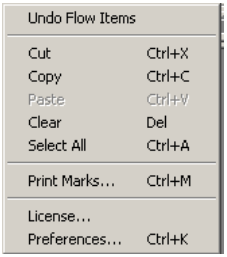
Recently Used Documents

A list of recently opened File Lists, Impositions and Flatworks appears above the Exit menu item.

Exit (Alt F4)

Quits/exits Imposition Publisher. You will be prompted to save any changes to File Lists, Impositions and Flatworks.

The Edit Menu



Undo

Undo the previous action.

Cut (Ctrl X)

The selection will be cut (onto the clipboard).

Copy (Ctrl C)

The selection will be copied onto the clipboard.

Paste (Ctrl V)

The clipboard contents will be pasted at the insertion point.

Clear (Delete)

The selection will be deleted. Useful for removing files from the File List.

Select All (Ctrl A)

Selects all possible fields. For example, Select All can be used to select all the files in a File List or all pages on a Flatwork.

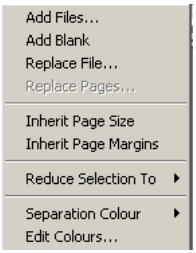
License… (No Shortcut Key)

Opens the License dialog. You can enter a new release codes or change the version that you are running.

Preferences… (Ctrl K)

Opens the Preferences dialog.

The List Menu



Add Files...

Opens the file selection dialog to allow you to add files to the File List. Same as the ***Add Files...*** button.

Add Blank (Alt B)

Adds a blank page at the selection point in the File List. Same as the ***Add Blank*** button.

Replace File... (Alt F)

Opens a file selection dialog to allow you to select a file to replace the current file in the File List. Same as the ***Replace File...*** button.

Replace Pages... (Alt P)

Allows you to replace the selected page(s) with any other page in the current File List. Same as the ***Replace Pages...*** button.

Inherit Page Size

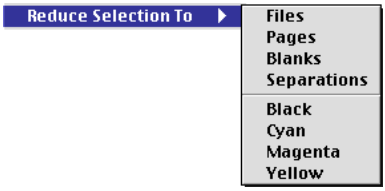
Remembers the page size of the first file added to the File List and applies this size to all subsequent files added.

Inherit Page Margins

Remembers the page margins of the first file added to the File List and applies these margins to all subsequent files added.

Reduce Selection To

Allows you to easily select particular elements within the File List.



For example, with several files selected in the File List, it is possible to select all the Black separations using this option.

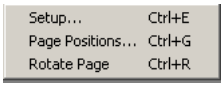
Separation Colour

Changes the colour name of any selected separation(s) to any of the colour names available in the colour list. The colour list is edited using the ***Edit Colours...*** selection.

Edit Colours…

Allows you to add and remove colour separation names to the colour list of the current File List

The Imposition Menu



Setup… (Ctrl E)

Allows the basic imposition information to be changed, including the finishing type. This option is only available if an imposition is open.

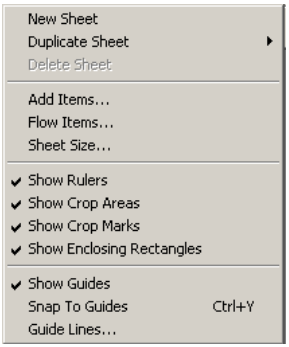
Page Positions… (Ctrl G)

Opens the **Page Positions** dialog allowing custom page offsets and rotations to be specified. This option is only available if an imposition is open.

Rotate Page (Ctrl R)

Rotates the selected page in increments of 90°. This is useful for calendar work. This option is only available if the Imposition window is active.

The Flatwork Menu



New Sheet

Adds an empty sheet to the current flatwork.

Duplicate Sheet

Duplicates the current sheet and adds it. The sub-menu gives 2 option:

Normal duplicate is a copy of the current sheet

Mirror duplicate is a new sheet that mirrors all page positions on the current sheet for the correct Front/Back alignment.

Delete Sheet

Deletes the currently selected sheet**.** Disabled if there is only one sheet.

Add Items…

Places pages onto a Flatwork. See **Add Items Dialog** for more information.

Flow Items…

Re-flows or replace pages on a particular sheet once they have been added. Disabled if there are no pages on a sheet. See **The Flow Items Dialog** for more information.

Sheet Size…

Sets the sheet size for the Flatwork. Usually this will be the same size as your output device. See **The Sheet Size Dialog** for more information.

Show Rulers

Displays the rulers in a Flatwork

Show Crop Areas

Displays the crop margin areas around each page. Denoted by the grey box/boundary.

Show Crop Marks

Displays the crop marks for each page.

Show Enclosing Rectangles

Displays the total enclosing box around each page, regardless of page orientation. Denoted by the purple outline.

When a page is at a 90° interval the crop area and enclosing rectangle overlap.

Show Guides

Displays the guidelines in a Flatwork.

Snap To Guides (Ctrl Y)

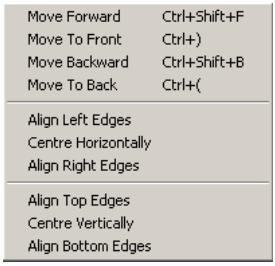
Snaps dragged pages to the nearest guideline intersection if this is on.

Note: The corner that gets snapped is the one closest to the mouse. This is denoted by a red spot.

Guide Lines…

Sets up regular and custom guide lines. See **The Guide Lines Dialog** for more information.

The Layout Menu



The items in the Layout menu position pages in the flatwork window.

Move Forward (Ctrl Shift F)

Move the selected pages in front of the ones on top of them.

Move To Front (Ctrl))

Move the selected pages to the top.

Move Backward (Ctrl Shift B)

Move the selected pages behind the pages underneath them.

Move to Back (Ctrl ( )

Move the selected pages to the bottom.

Align Left Edges

Align the left edges of the selected pages to the left edge of the left-most selected page.

Centre Horizontally

Averages out the horizontal position of the centres of the selected pages and aligns them horizontally to this average.

Align Right Edges

Align the right edges of the selected pages to the right edge of the right-most selected page.

Align Top Edges

Align the top edges of the selected pages to the top edge of the top-most selected page.

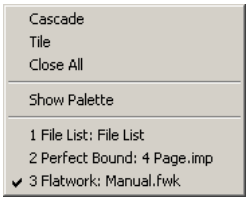
Centre Vertically

Averages out the vertical position of the centres of the selected pages and aligns them vertically to this average.

Align Bottom Edges

Align the bottom edges of the selected pages to the bottom edge of the bottom-most selected page.

The Window Menu



This menu displays all the currently open windows and allows you to easily switch between them by selecting them from the menu or by using the shortcut keys displayed.

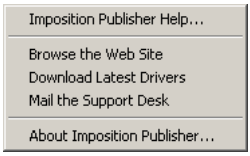
Close All

Closes all open windows.

Show/Hide Palette

Displays or hides the Flatwork or palette. Only enabled if a Flatwork is the topmost window.

Help Menu



Imposition Publisher Help

Displays the Imposition Publisher Help file. See the Quick Start Guide or refer to this manual for further guidance.

Browse the Web Site

Connects to the Imposition Publisher home page using the default web browser.

Mail the Support Desk

Easily send an email to the Imposition Publisher Technical Support team using the default email client.

Get the Latest Drivers

Starts a download of the latest set of Imposition Publisher drivers.

About Imposition Publisher…

Displays the start up screen, which contains the Imposition Publisher version and build information.

Please refer to the relevant sections of this chapter for all the other shortcut keys that are available within a dialog.